

CHAPTER 6

Correspondence

What you will learn from this Chapter:

- Overview of Chapter Contents
- Adding Correspondence in RMS
- Setting Up RMS and MS Word
- Generating Form Letters
- Report Explorer



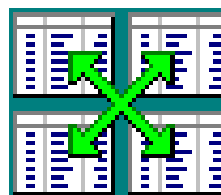
Local Libraries that concern Correspondence:

- Letter Agency Codes
- Word Documents
- User Defined Macros

System Libraries that concern Correspondence:

- Word Documents
- Word Macros

The Word Documents library should include templates for a variety of letters; you can add more templates by copying from another office or the System Library, or edit the existing ones.



CHAPTER 6: Correspondence

Overview



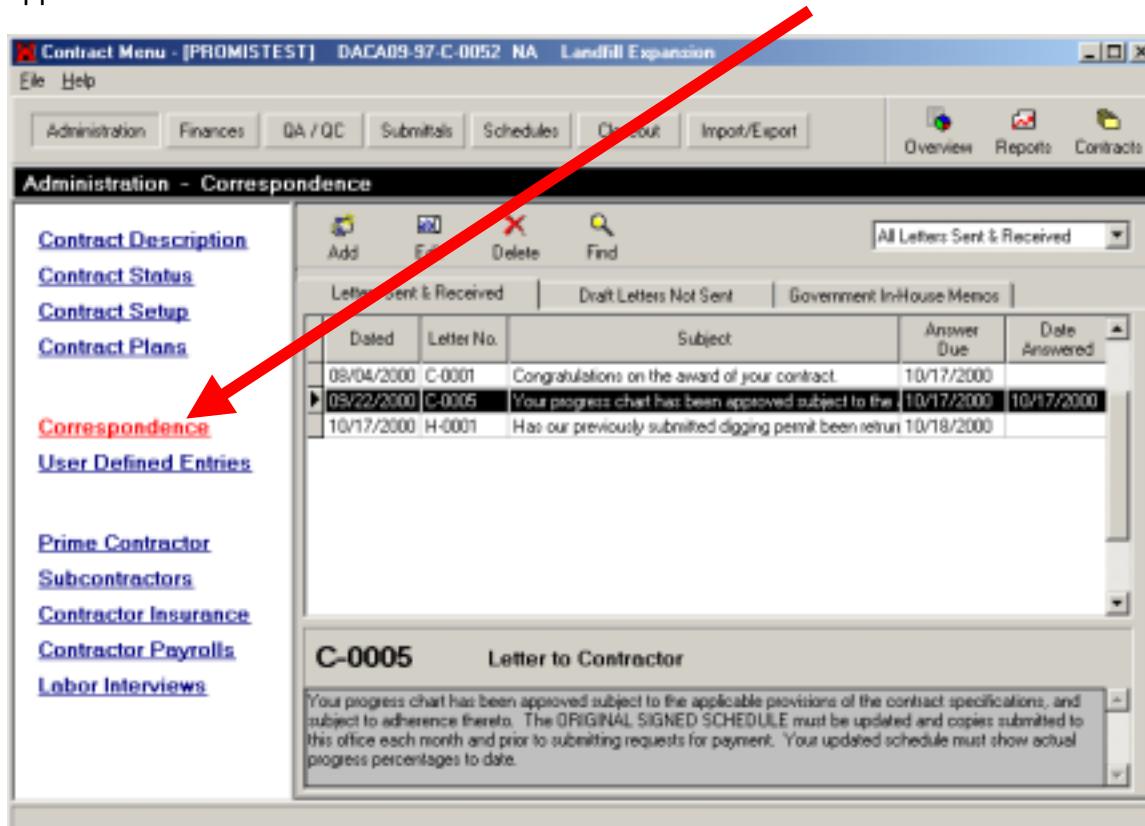
This chapter furnishes instructions for processing and preparing Correspondence related to construction contracts.

The correspondence option allows you to maintain a log of all documents sent or received on a contract. It has links to other menu choices so you can check pertinent correspondence at several points. For example, when you choose a particular modification, a subsequent menu choice allows you to view all correspondence on that modification.

This option also gives you access to word processing and assists you in generating form letters from a variety of templates. More information on this topic will be covered in this chapter.

Adding Correspondence in RMS

Correspondence is accessed from the **Contract / Administration / Correspondence** menu, as shown. The screen is the primary correspondence window on which you can observe all letters at a glance. As you place the cursor on a letter, the letter number and brief description will appear at the bottom of the window.



Correspondence is separated into “status” categories. Those that are **SENT** or **RECEIVED** are on the first (default) tab. Those letters that have been prepared and are awaiting completion and or approval are shown on the second tab (**Draft Letters Not Sent**). **Government In-House Memos** are on the third tab.

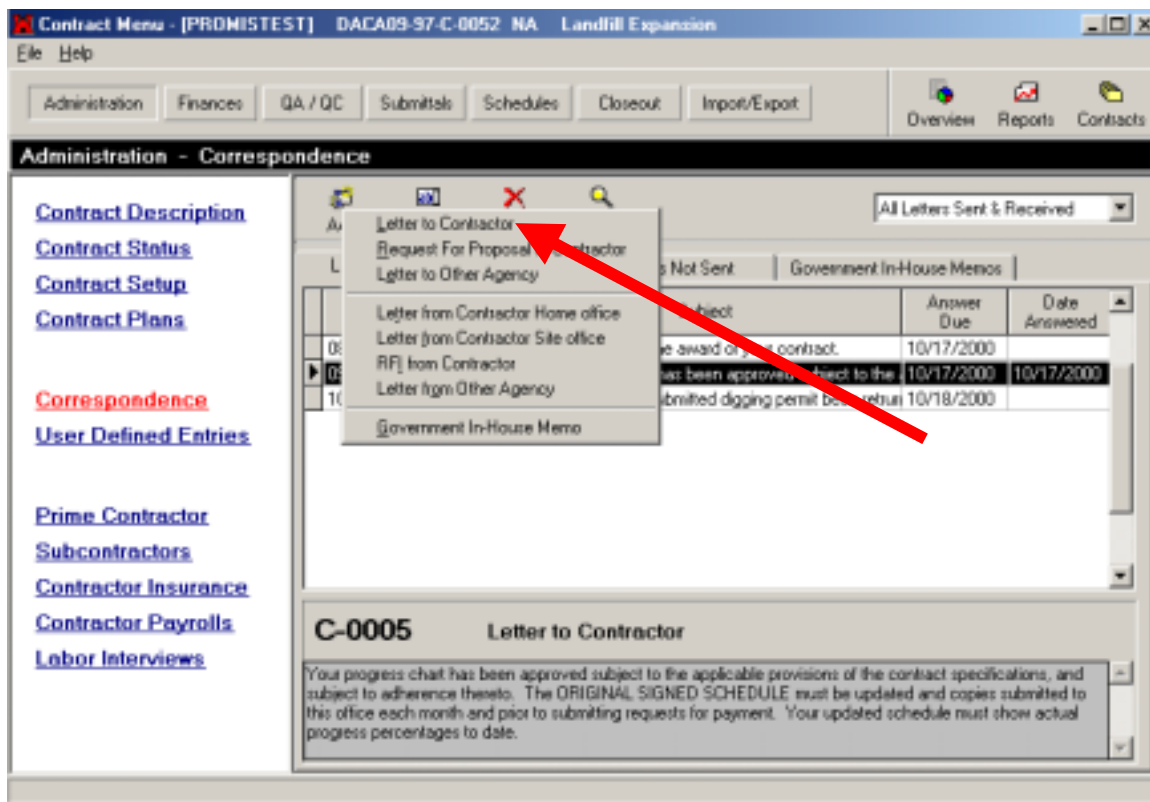
Letters are Added, Edited, and Deleted from this screen.

In addition, all Reports can be accessed from the Report button at the top right side of the screen.

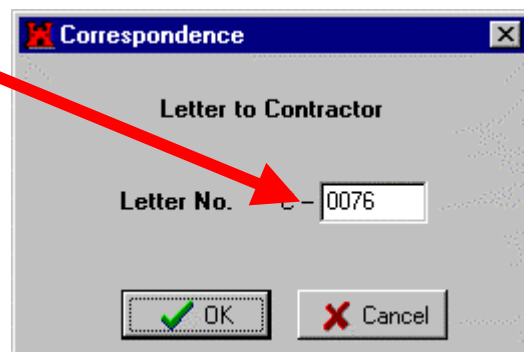
Push the **Add** button to add, compose or record a new letter.

A drop-down menu presents a listing of the **categories** of all letters maintained within the program.

For now, select **Letter to Contractor** to learn how easy it is to use the **RMS for Windows** correspondence module.



A screen will appear with the NEXT available **Letter No.** showing. You can change the number if you wish. The prefix “**C**” lets RMS know that the letter is a **letter to the Contractor** and will file and track it accordingly.



The prefixes that RMS utilizes are recorded in the Library for all Agencies and other Customers. RMS requires certain predefined prefixes and these cannot be changed. These are used to sort letters on several of the Correspondence reports. The required predefined prefixes are as follows:

C	=	Letter to Contractor from the Government
RFP	=	Request for Proposal letter to the Contractor from the Government
MEM	=	In-house Memorandum for the Government
H	=	Letter to the Government from the Contractor Home Office
S	=	Letter to the Government from the Contractor Site Office
RFI	=	Request For Information from the Contractor to the Government

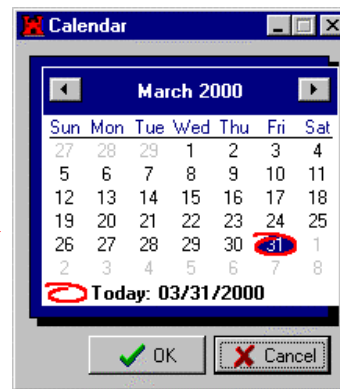
This next window is used for all letters **from** the Government intended for the **Contractor** or **Other Agencies**. The window used to record other letters is slightly different in appearance and may not have the **Letter Status** options or the **Form Letters** option. We will review those windows later in the Chapter. For now, let's discuss each of the ten options on the screen below.

The screenshot shows the 'Letter to Contractor' window. It includes a title bar, a 'Close' button, and several sections. The 'Outgoing Letter - C-0001' section contains a 'Letter Dated' field (08/04/2000), a checkbox for 'Does this letter require an answer?' (checked), an 'Answer Due' field (10/17/2000), a checkbox for 'Does this letter answer a letter?' (checked), a 'Select' button, a 'Remove' button, and a 'Letter(s) Answered' list box. The 'Brief Summary' section has an 'Edit' button and a text area containing 'Congratulations on the award of your contract.' The 'Reference Change Request No.' field is at the bottom left, and the 'Unresolved Issue' checkbox is at the bottom right. The 'Letter Generation / Status' section on the right contains buttons for 'Generate Letter', 'Edit Letter', and 'Delete Letter', and radio buttons for 'Draft Letter not completed', 'Draft Letter Completed', 'Draft Letter Approved', and 'Letter Sent'.

1 = **Letter No.** The letter code identifies the source of the correspondence and the number is either automatically assigned by RMS or you can change it. For outgoing letters, RMS will suggest the next available number **for that code**. You can also edit it if you wish. For incoming letters, the next available number **for that code** is also suggested but, often, you may need to assign the number yourself to ensure that it actually matches the Agency numbering sequence.

2 = **Dated.** The date is filled in with today's date (system date) for a letter **being sent**. You can change it if necessary. The field is left blank for a letter being **received** – you fill in the date.

It is suggested you use the lookup and select the date from the popup calendar.



3 = **Letter Status.** RMS will track a letter being sent through various stages prior to it being sent to the recipient. This option will provide for listing and reporting of outgoing letters that have been logged in, but not sent. You can then track all letters until they have been reviewed and approved to be sent. When a letter is marked as “**Sent**” it is moved from the second tab (**Draft Letters Not Sent**) to the first (default) tab (**Letters Sent & Received**).

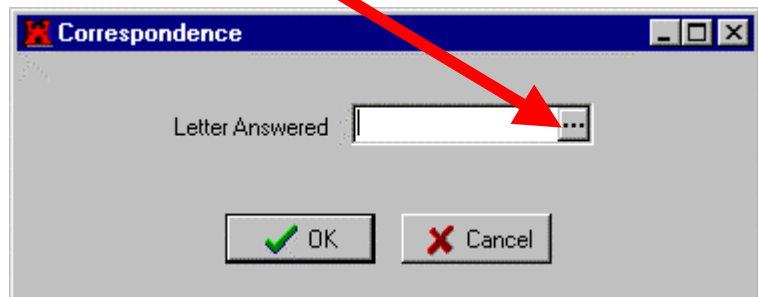
If your office is on a Network environment, this feature can be a real timesaver. A person that drafts the letter for someone else's signature can be in a remote location or office and the person that is to sign the letter can be advised that it is ready for their review, correction if needed, and signature.



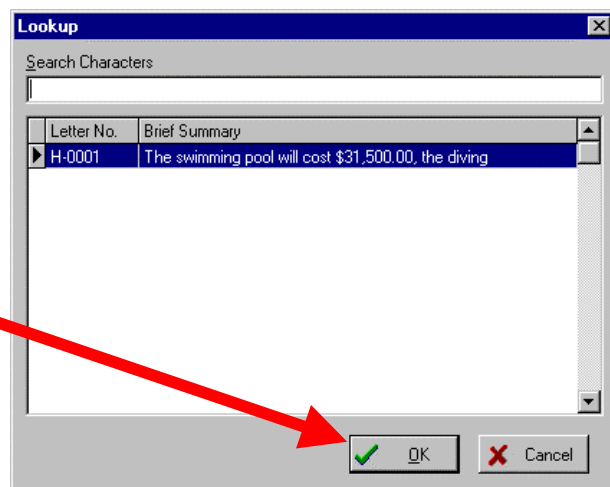
4 = **Answer Requirements.** If an Answer is Required, select it with the cursor. A date field will appear and you can use the calendar pop-up to select the date the letter requires an answer. If the box is not checked, the “*Answer Due*” field will not be visible.



5 = Answers Letter. If the letter being generated **Answers** another letter, check the box and push the **Select** button, then use the pop-up window to select the appropriate letter. The listing will include all outstanding letters requiring an answer.



Place the cursor on the appropriate letter being answered and push the OK button.



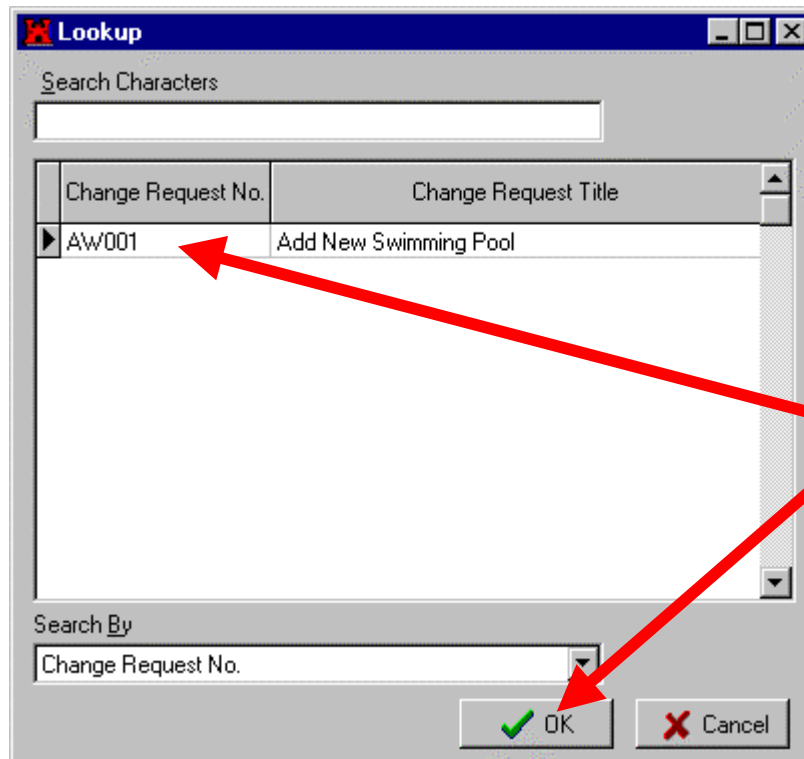
6 = Brief Summary. This area of the screen is used on various correspondence reports, therefore, the information should be concise and reflect the real 'meat' of the letter. If you select the **Edit** option, a larger screen will appear with more options, such as **Cut**, **Copy**, **Paste** and **Spell Check**.

The **Spell Check** button (**SP**) will look for the file: C:\WINRMS\ENGLISH.DCT

You will be able to add your own words to the dictionary if you desire.

You can easily cut and paste from other files into this screen. If you have already composed the letter, you can copy a brief summary from the letter just prior to exiting the letter and paste it here.

7 = **Reference Change Request Number**. Use this feature to expand your reporting and retrieval possibilities for **Changes** and **Modifications**. A pop-up window will list all **Change Requests** for selection. Simply place the cursor on the appropriate **Change Request** and push the **Ok** button.



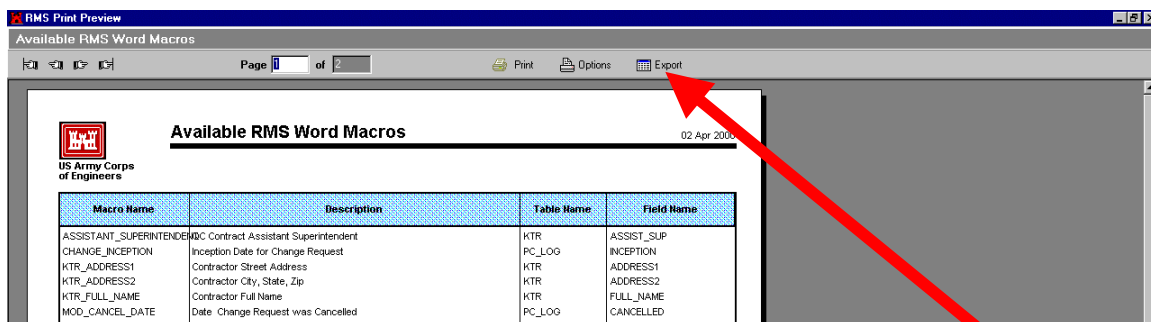
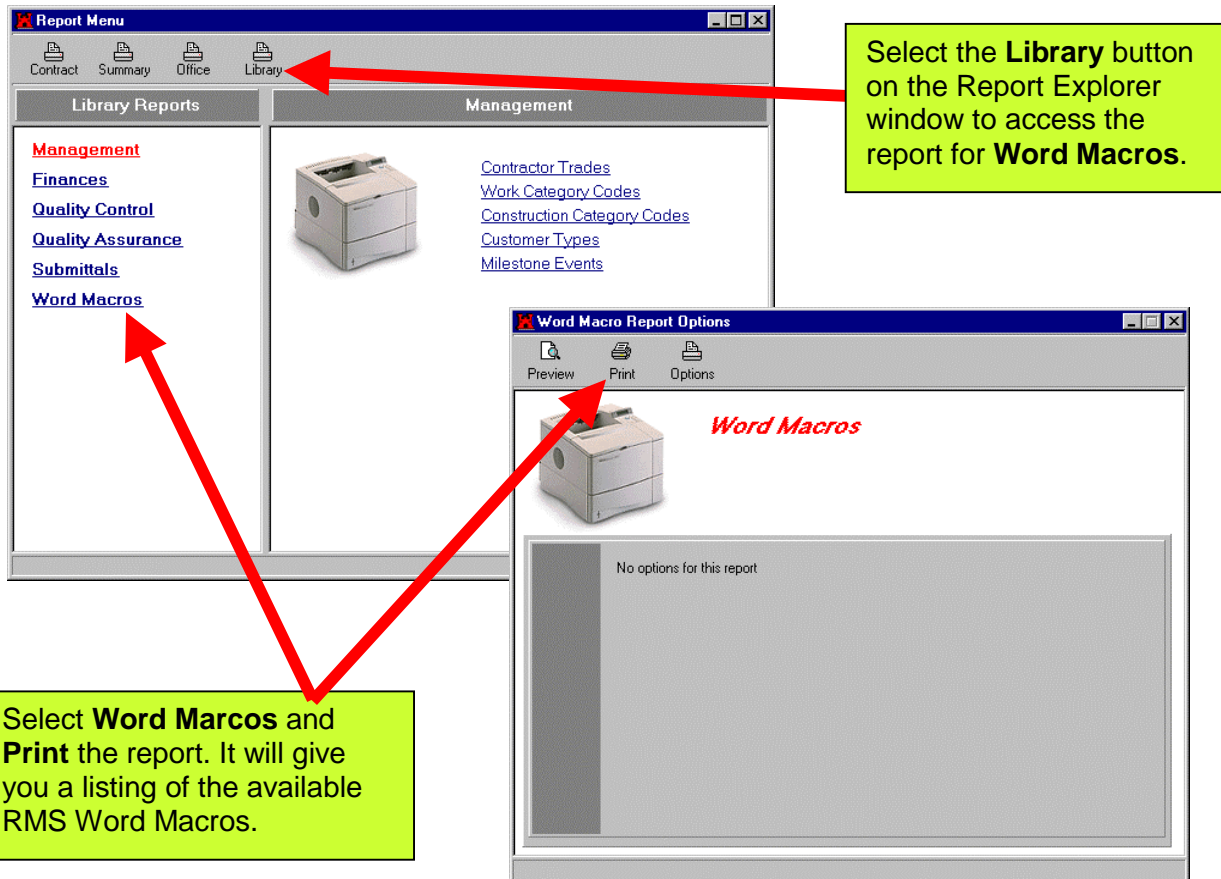
8 = **Unresolved Issue**. If this box is checked, the item will be tracked in the **Status** and **Issues** area of RMS. This is a useful management tool and can highlight areas needing attention before they escalate into bigger problems or claims.

Note: if the item is attached to a Change Request (Item 7) this box will not be available, as the item is considered resolved by being part of a change or anticipated change to the contract.

Generating Form Letters

9 = **Generate Form Letters**. Form letters and templates are compiled using MSWord © and makes use of all the MS macros as well as the many macros created in RMS. This is the area that can save lots of time and effort if used consistently and if tailored to the way your office functions. There are lots of samples included with the program for your use and enjoyment. It is suggested that you use the samples as a pattern and let them remain in your

system. It is easy to COPY a letter to another file and modify it to meet your needs. (That way, you can always start over with one that functions.) You are encouraged to add all the form letters that you use to help speedup your processes and provide consistency in your office environment. It may help you to get started by printing out the RMS macros from the report Explorer, as follows.



The **Export** button at the top right of the screen is available for all RMS reports. It will afford the opportunity to export any RMS report to a MS Word document, or to export it in the HTML format for use with email, etc. You can now easily incorporate RMS reports in other correspondence packages, PowerPoint presentations and so forth.



US Army Corps
of Engineers

Available RMS Word Macros

02 Apr 2000

Macro Name	Description	Table Name	Field Name
ASSISTANT_SUPERINTENDENT	QC Contract Assistant Superintendent	KTR	ASSIST_SUP
CHANGE_INCEPTION	Inception Date for Change Request	PC_LOG	INCEPTION
KTR_ADDRESS1	Contractor Street Address	KTR	ADDRESS1
KTR_ADDRESS2	Contractor City, State, Zip	KTR	ADDRESS2
KTR_FULL_NAME	Contractor Full Name	KTR	FULL_NAME
MOD_CANCEL_DATE	Date Change Request was Cancelled	PC_LOG	CANCELLED
MOD_DESCRIPTION	Description of modification	MOD_LOG	MOD_DS
MOD_NEGOTIATIONS_COMPLETED	Date Negotiations were Completed	PC_LOG	NEGO_COMP
MOD_NOTE_PRICE	Change in Contract Price (Optional Additional Notes)	MOD_LOG	NOTE_PRICE
MOD_PC_DS	Change Request Title	PC_LOG	PC_DS
MOD_PC_NO	Change Request Number	PC_LOG	PC_NO
MOD_PNM_COMPLETION_DATE	Date PNM was Completed	PC_LOG	PNM_COMP
MOD_PROPOSAL_DUE_DATE	Date Contractor Proposal is Due	PC_LOG	PROP_DUE
MOD_PROPOSAL_RECEIVED_DATE	Date Proposal was Received from Contractor	PC_LOG	PROP_COMP
MOD_PROPOSAL_REQUESTED_DATE	Date Proposal was Requested from Contractor	PC_LOG	PROP_REQ
MOD_SOW	Change Request Scope of Work	PC_84A	SOW
QA_CON_REP	Chief Con-Rep	CONTRACT	CON_REP
QC_BOND_CITY_ST_ZIP	Bonding Company City, State, Zip	KTR	BOND_ADDR2
QC_BOND_COMPANY	Bonding Company Name	KTR	BOND_NAME
QC_BOND_FAX	Bonding Company Fax Number	KTR	BOND_FAX
QC_BOND_NO	Prime Contractor Bond Number	KTR	BOND
QC_BOND_STREET	Bonding Company Street Address	KTR	BOND_ADDR1
QC_BOND_TELE	Bonding Company Telephone Number	KTR	BOND_PHONE
QC_MANAGER	QC Project Manager	KTR	MANAGER
QC_PAYEE_ADDRESS1	Contract Payee Street Address	KTR	PAYEE_ADDR1
QC_PAYEE_ADDRESS2	Contract Payee City, State, Zip	KTR	PAYEE_ADDR2
QC_PAYEE_NAME	Contract Payee Name	KTR	PAYEE
QC_QCMANAGER	Quality Control Manager	KTR	QC_MAN
RMS_AE_NAME	Architect Name	CONTRACT	AE_NAME
RMS_CONTRACT_DELIVERY_ORDER	Contract Delivery Order Number	CONTRACT	DELIVERY
RMS_CONTRACT_DESCRIPTION	Contract Description Narrative	CONTRACT	PROJ_DS
RMS_CUST_TYPE	Customer Type	CONTRACT	CUST_TYPE
RMS_LETTER_NO	Letter Serial Number	SER_LOG	SER_ID
RMS_OFFICE_ADDRESS1	Office Street Address1	OFFICES	ADDRESS1
RMS_OFFICE_ADDRESS2	Office Street Address2	OFFICES	ADDRESS2
RMS_OFFICE_ADDRESS3	Office City, State and Zip	OFFICES	ADDRESS3
RMS_OFFICE_FAX	Office Fax	OFFICES	FAX
RMS_OFFICE_MOD_PREFIX	Office Mod Prefix Code	OFFICES	MOD_PREFIX
RMS_OFFICE_NAME	Office Name	OFFICES	FLNAME
RMS_OFFICE_PARENT_SYMBOL	Parent Office Symbol	OFFICES	PARENTSYMBOL
RMS_OFFICE_QA_COMMENT_CODE	QA Comment Code	OFFICES	QA_COMMENT_PREFIX
RMS_OFFICE_SF30_CODE	SF30 Code for Office	OFFICES	FL_CODE
RMS_OFFICE_SYMBOL	Office Symbol	OFFICES	FLSYMBOL
RMS_OFFICE_TELE	Office Telephone	OFFICES	PHONE
RMS_OFFICE_TYPE	Office Type	OFFICES	TYPE
RMS_OURNAME	Short Title of Contract	CONTRACT	SHORT_NAME
RMS_PROGRAM_AMOUNT	Contract Programmed Amount (Funds)	CONTRACT	PROG_AMT
RMS_SHORTMACTITLE	Short Title of Contract	TREE	SHORT_NAME
STAFF_NAME	Staff Name	STAFF_SBLOCK	NAME
STAFF_SIGNATURE_BLOCK	Staff Signature Block	STAFF_SBLOCK	TITLE

Sorted by Macro Name

Page 1 of 2



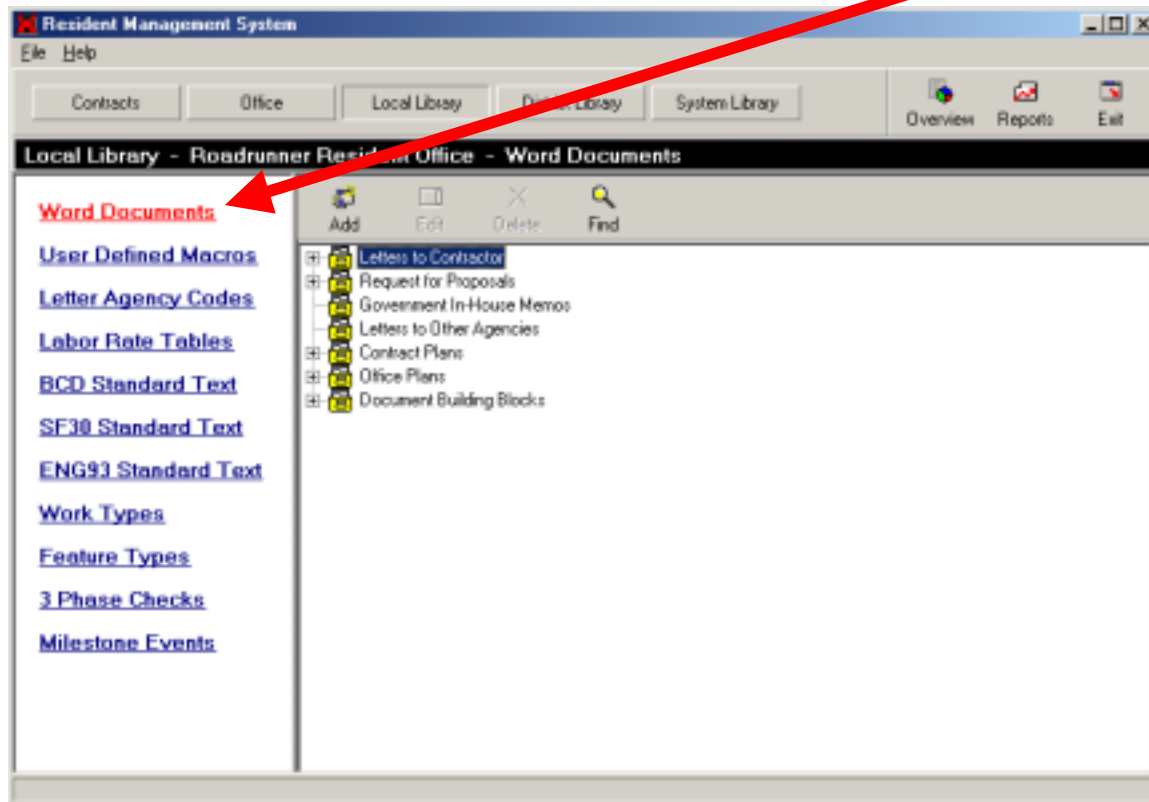
The command in MSWord to place a macro is: <Ctrl> <F9>

You then type the User Defined macro between the brackets. It would have the form: { UD_RMS_CUST_TYPE }



To make full benefit of using the RMS macros with MS Word, your programs must be configured properly. Refer to Appendix B of this manual for detailed instructions.

Form letters must be created from the library prior to being available at the contract level. Choose the **Local Library / Word Documents** selection as shown below.



The first screen example shows seven (7) Category folders in the **Local Library**: (The System Library currently has the same Category folders.)

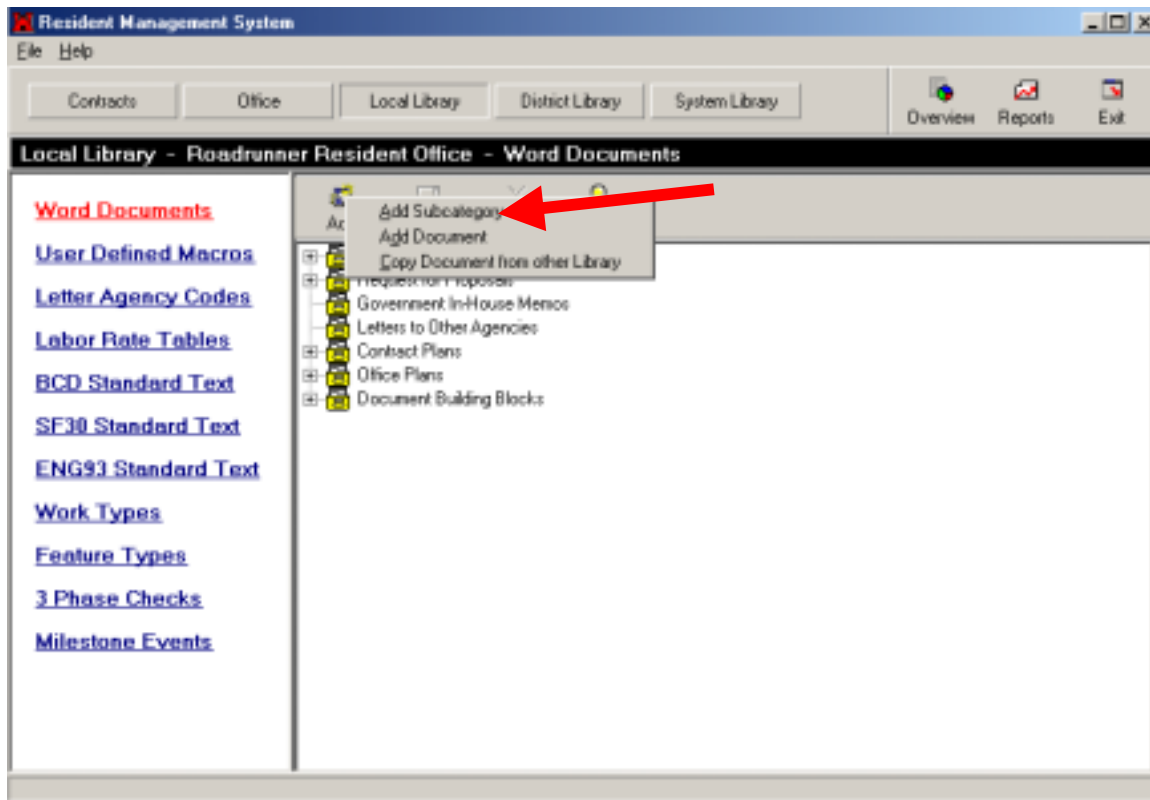
- **Letters to Contractor**
- **Request for Proposals**
- **Government In-House Memos**
- **Letters to Other Agencies**
- **Contract Plans**
- **Office Plans**
- **Document Building Blocks**

These categories are fixed in description within RMS. However, in the **Local Library**, you can add as many **Subcategories** that you desire. For example, under the Category labelled "**Letters to Contractor**", you may have a Subcategory labelled "**Safety Issues**").

The following examples will be from the **Local Library**, as this is where you will have your documents located. There are documents in the **System Library** which you may wish to import into your **Local Library** and tailor for your use.

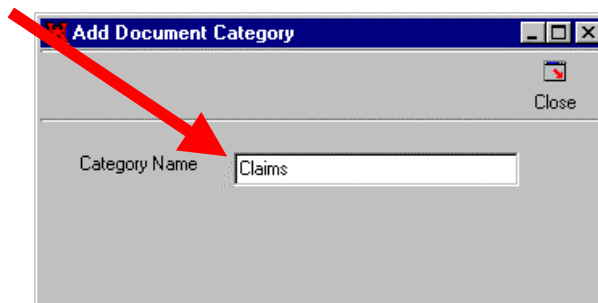
Adding A New Subcategory

Push the **Add** button and select **Add Subcategory** from the drop-down menu.

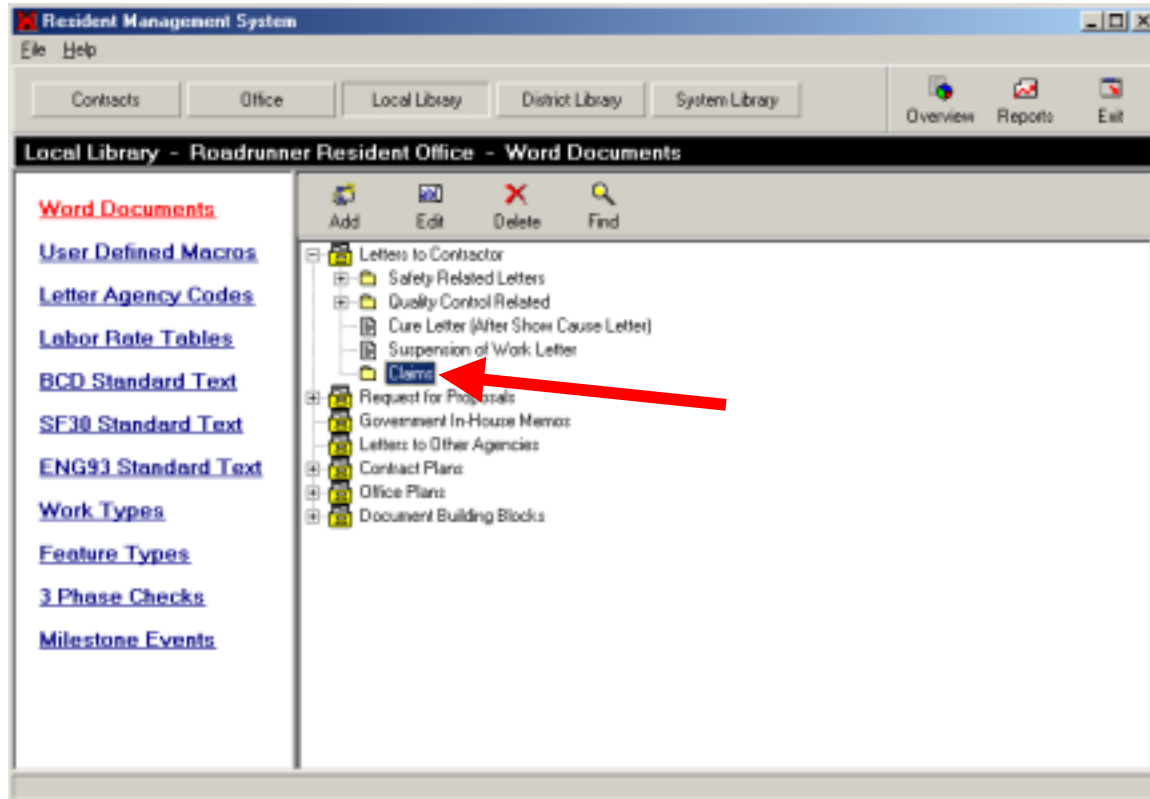


Adding additional Subcategories and Documents is somewhat challenging but can be very rewarding. We'll step through an example of each now for you to observe.

Type in the desired **Subcategory** in the pop-up window that appears. For example, the new **Category** added is "**Claims**" which will now be a new option when you open the window next time.



The category, “**Claims**”, is now shown. You can drag-and-drop the new subcategory to any other category or subcategory that you wish.



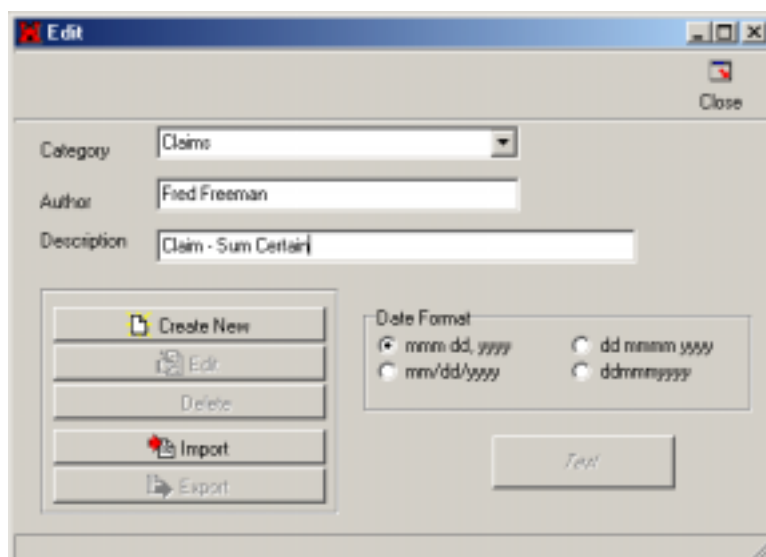
Adding A New Document

Next, push the **Add** button and select “**Add Document**” from the drop-down menu.

The screen will have the “**Author**” field completed. If you logged in, **your** name will appear automatically.

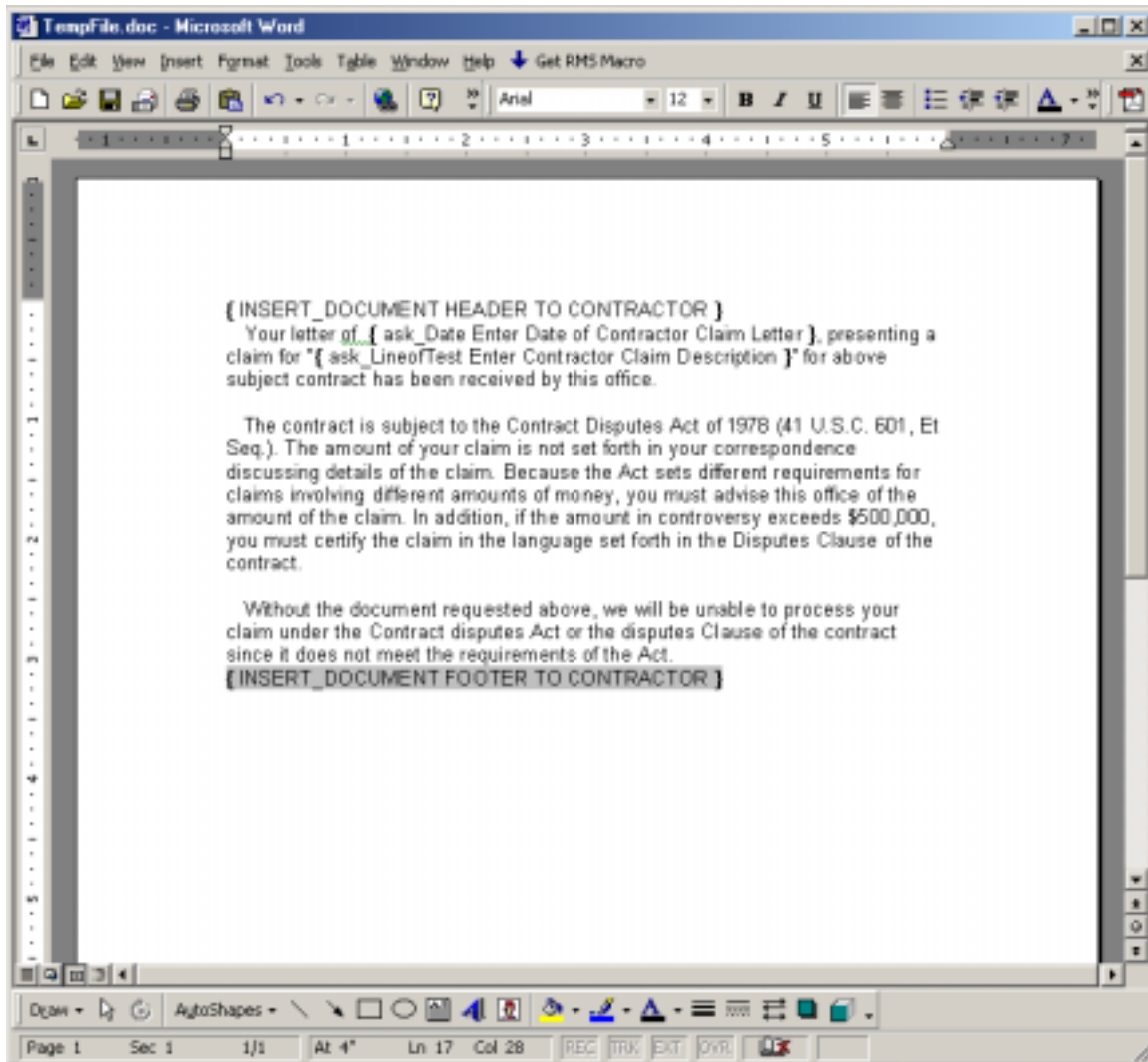
Use the drop-down menu to select the category or subcategory you desire the new document to be placed.

Enter the new **Document Name** (e.g., Claim-Sum Certain

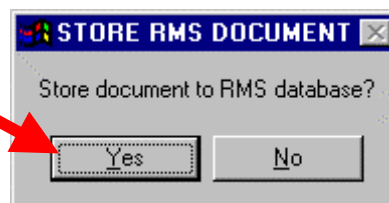


You are now ready to add the new document. You should see that you can **Edit** a document if one exists, or **Import** a document from another source. We will create a new document.

You will enter MS Word and can create your document as appropriate. Observe the sample below. The first macro is actually a macro within a macro. It includes the complete heading of a letter that will be addressed to the Contractor and the DOD letterhead symbol.



As you exit MS Word, you will see the following small screen. Be sure to push the “**Yes**” button to store the document to the *RMS Database*. This letter is now part of the **Library** and can be used for all contracts.



Whew! A lot of work, but now let's use the letter in the contract.



In case you forgot what the screen looks like, or where we were before we got caught up in creating a form letter, here it is again. We will now **Generate** a **Draft Letter** from the **Form letter** we just created in the Library. Push the **Generate Letter** button.

Letter to Contractor

Find

Outgoing Letter - C-0001 Dated 07/10/2000

Answer Requirements

☐ No Answer Required

☒ Answer Required

Answer Due 07/10/2000

Answers Letters

Select Remove

Letter No.

Letter Generation / Macros

Generate Letter Edit Letter Delete Letter

☐ Draft Letter not completed

☐ Draft Letter Completed

☐ Draft Letter Approved

☒ Letter Sent

Brief Summary

Approval of CQC Plan

Edit

Reference Change Request No.

Generate RMS Letter

Claims

- Claim Presentation - No "Sum Certain"
- General/RFI
- Header/Footer Templates
- Macro Data
- Modifications
- QA/QC/Safety

Create Letter

Show RMS macros in Blue

Place the cursor on your letter (Claim Presentation – No “Sum Certain”), and push the **Create Letter** button at the bottom of the window.

You will notice that the bottom left side of the window will flash the process of building the macros and the document. No action is required until you reach a macro that asks for your input, as can be seen below. Simply use the lookup button and select the date from the calendar and push the **Ok** button twice.

Calendar

March 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: 04/02/2000

RMS - Request for Additional Information

Enter Date of Contractor Claim Letter

OK

Enter Date

RMS - Request for Additional Information

Enter Date of Contractor Claim Letter

03/30/2000

OK

Enter Date

Each macro that requires your input will provide a window for you to enter data. This window asks you to enter the description of the Contractor's Claim. You would typically enter the same description that the Contractor letter presented. Push the **Ok** button after you complete each window query.

RMS - Request for Additional Information

Enter Contractor Claim Description

Differing Site Conditions

OK

Enter a Complete Line of Text

The macro **{INSERT_DOCUMENT FOOTER TO CONTRACTOR}** will produce the name and signature block for each staff member that has been granted access to this contract. Simply place the cursor on the appropriate Staff Member and push the **Ok** button. The macro **{SIGNATURE_TITLE}** will automatically attach the **Title** for the Staff Member chosen.

Lookup

Search Characters

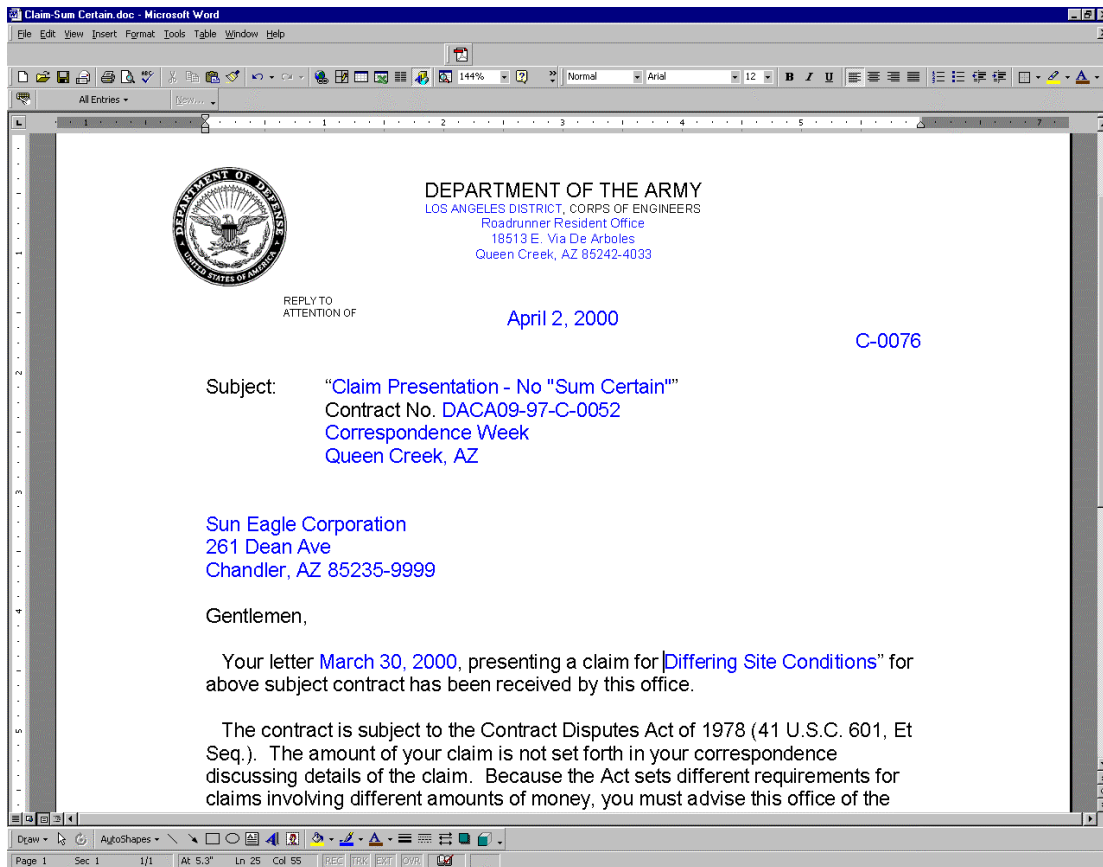
EMP_ID_NO	Name	Title
0001	Eric G. Holland	Programmer
GOUD999	Esko Woudenberg	test
FREE99	Fred Freeman	Administrative Contracting Officer
FREE99	Fred Freeman	Contracting Officer Representative
FREE99	Fred Freeman	Resident Engineer
SMIT999	Larry T. Smith	Resident Engineer
ALV999	RICHARD ALVAREZ	CONTRACTING OFFICER
ALV999	RICHARD ALVAREZ	PROJECT MANAGER
ALV999	RICHARD ALVAREZ	PROJECT MANAGER1

Search By

Name

OK Cancel

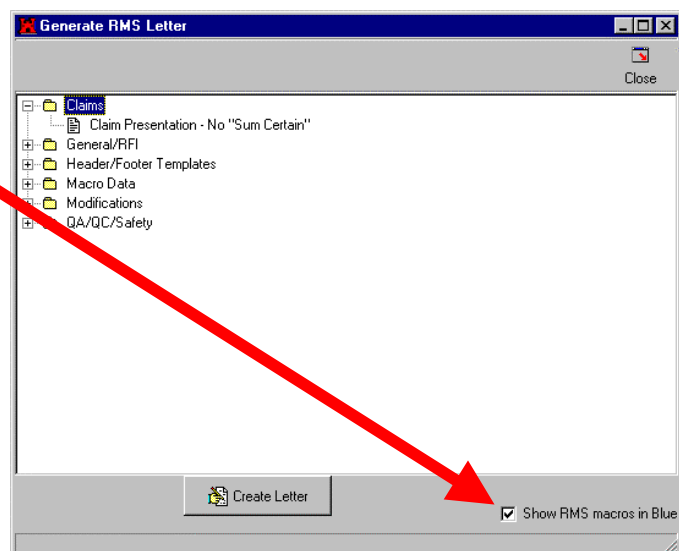
The signature block is the last macro for this letter. You will then automatically go to MS Word © to complete editing, printing, etc., of your new letter.

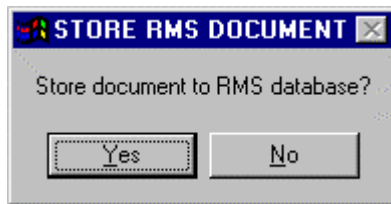


If you see **"ERROR! Bookmark Not Defined"** within your document, it is either an RMS or MS macro that is not being recognized. It is either not a real macro, or has been typed incorrectly.

The **"BLUE"** letters in the MS Word document are the actual macros RMS is using. You can toggle that feature off if you wish, from this screen.

As you Save the letter and Exit the word processor, you must push the **Yes** button to save the document to the RMS database.





You have completed the document and you will return to the following screen.

A screenshot of the "Draft Letter" window. It contains fields for "Letter No." (C-0076) and "Dated" (03/31/2000). There are radio buttons for "Letter Status": "Draft Letter" (selected), "Draft Approved", "Draft Completed", and "Letter Sent". On the left, "Answer Requirements" has "No Answer Required" and "Answer Required" (selected) with an "Answer Due" date of 04/13/2000. In the center, "Answers Letters" has "Select" and "Remove" buttons and a list with "Letter No." H-0001. On the right, "Form Letters" has "Generate Lett...", "Edit Letter", and "Delete Letter" buttons. At the bottom, there is a "Brief Summary" text area with an "Edit" button, a "Reference Change Request No." field with "AW001", and a checked "Unresolved Issue" checkbox. The summary text reads: "Your letter March 30, 2000, presenting a claim for Differing Site Conditions" for above subject contract has been received by this office. The contract is subject to the Contract Disputes Act of 1978 (41 U.S.C. 601, Et Seq.). The amount of your claim is not set forth in your correspondence discussing details of the claim."

You can Edit the letter from this selection. It will place you back in MS Word © as before.

You can also choose to Delete the letter from this screen.



Just before you exit MS Word ©, it may be useful to use the **COPY** command for portions of the letter to **PASTE** into this **Brief Summary** area.

After the letter has been reviewed and the **Draft Approved**, it can be mailed to the Contractor. The **Letter Status** should then be changed to **Letter Sent**. Push the **Close** button and it will then appear under the proper Tab on the next screen, **Letters Sent & Received**.

Contract Menu - [PROMISTEST] DACA09-97-C-0052 NA Landfill Expansion

File Help

Administration Finances QA / QC Submittals Schedules Closeout Import/Export Overview Reports Close

Administration - Correspondence

[Contract Description](#)
[Contract Status](#)
[Award Information](#)
[Contract Plans](#)
[Correspondence](#)
[Request For Information](#)
[User Defined Entries](#)

[Contractor Staff](#)
[Subcontractors](#)
[Contractor Insurance](#)
[Contractor Payrolls](#)
[Labor Interviews](#)

Add Edit Delete Find Range: All Draft Letters

Letters Sent & Received Draft Letters Not Sent Government In-House Memos

Dated	Letter No.	Subject	Letter Status
08/02/2000	RFP-0001	Request For Proposal for WK001 - EXTENSION OF THE EXPANS	Draft
08/23/2000	C-0002	Approval of Quality Control Plan delayed - incomplete	Draft
08/23/2000	C-0003	Your letter of August 22, 2000, presenting a claim for "Differing Site Draft	

C-0003 Letter to Contractor

Your letter of August 22, 2000, presenting a claim for "Differing Site Conditions - Pier Obstruction in North Wash" for above subject contract has been received by this office.

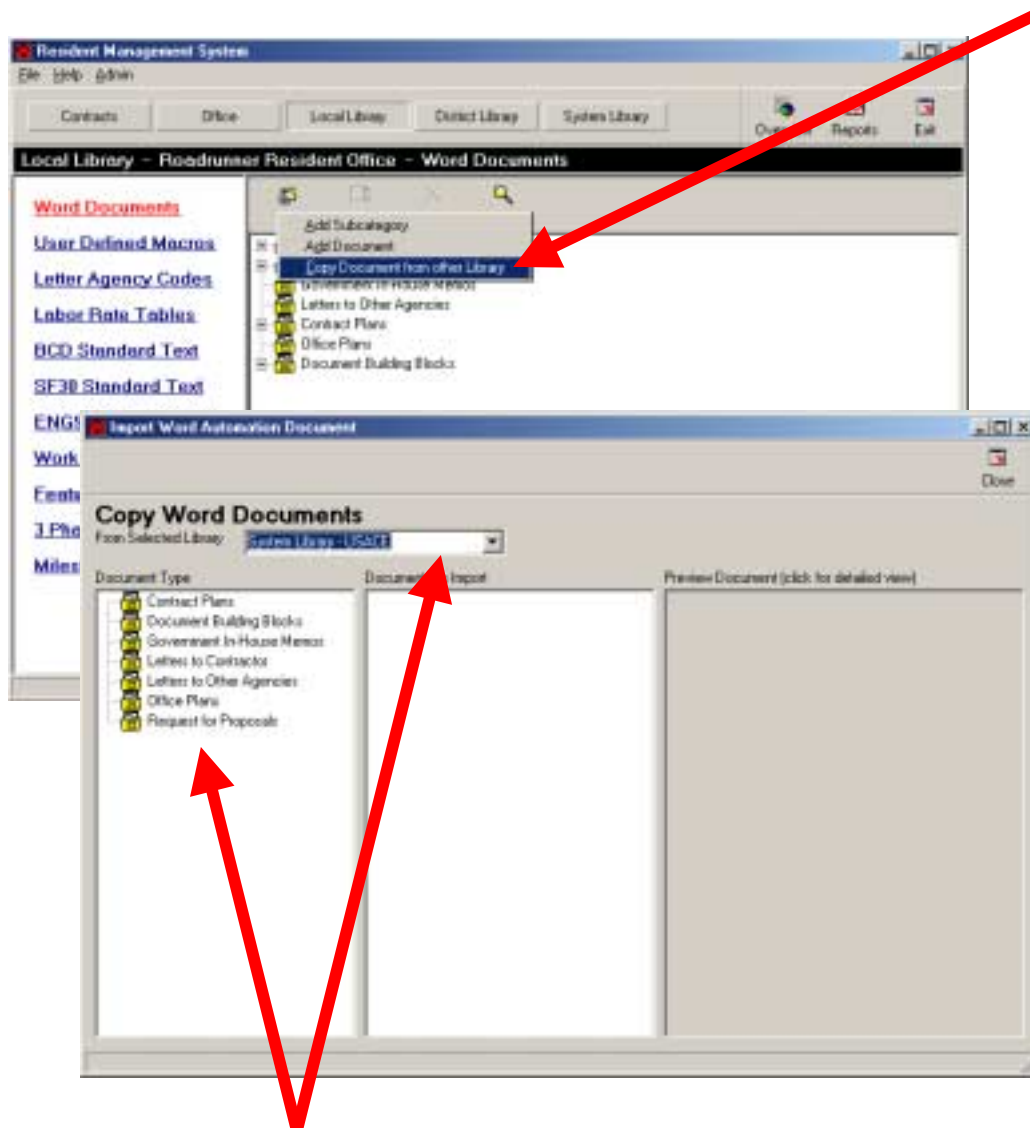
The contract is subject to the Contracts Disputes Act of 1978 (41 U.S.C. 601, Et Seq.). The amount of your claim

The new letter is now entered and recorded in RMS. The **Brief Description** is on the bottom of the screen.

Copying a Document from another Library

You can easily copy documents from other offices or the System Library into your **Local Library** so they will be available for all your contracts.

Select **Local Library / Word Documents** and then the **Add** button, as shown below. Choose the selection "**Copy Document from other Library**" option.



Use the drop-down menu to select the office, followed by the Document Type you would like to import. As you select the Document Type, all the available documents will then be reflected in the middle window. You can select a particular document from the middle window, then click on it in the extreme right window to get a full screen view.

Double click on the document(s) you wish to import, and you are completed.

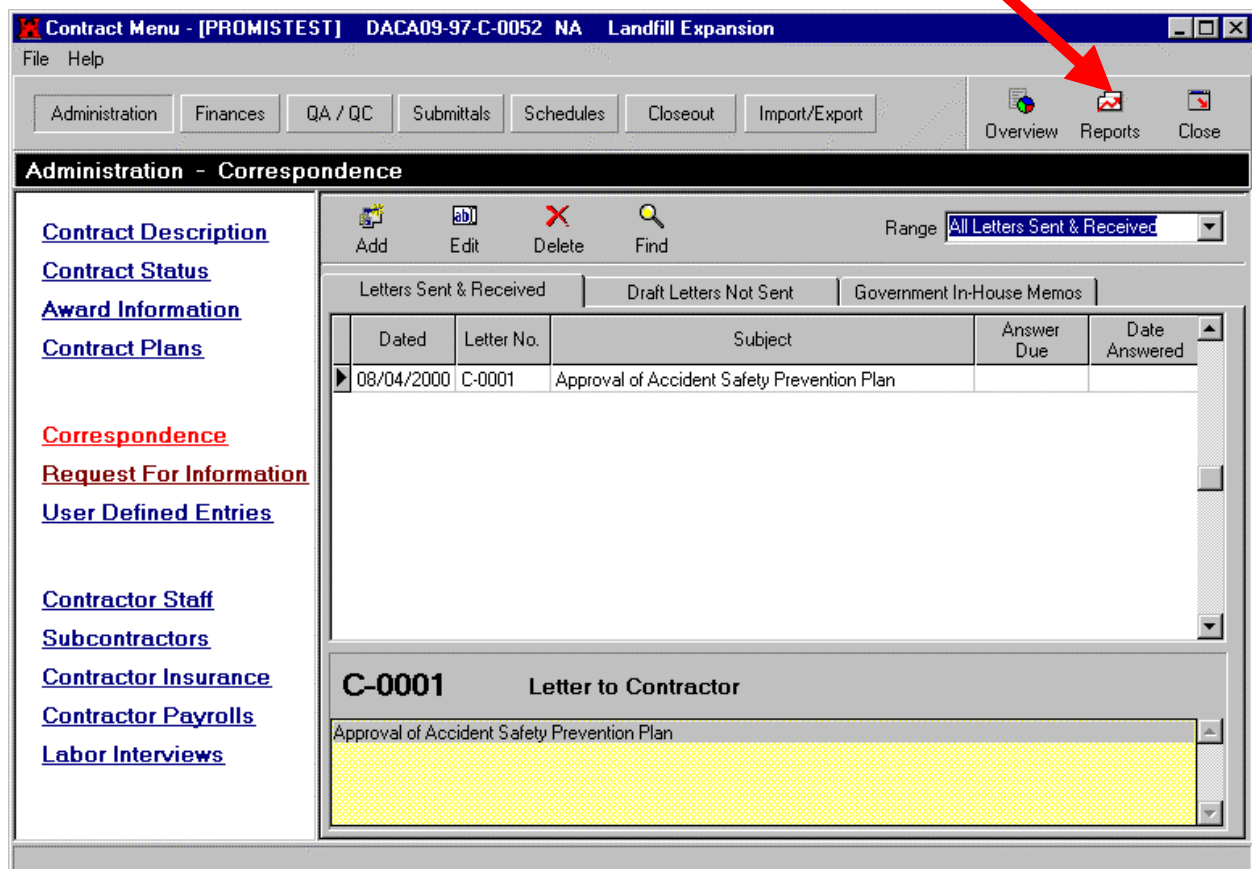
Note: If you already have a document in your database that has the same name as the one you are desiring to import, RMS will automatically add a number to the new document so as to not overwrite your first document.

Report Explorer

 = Report Explorer.

A wide variety of reports can be produced from the Correspondence option. All of these reports can be viewed on the screen prior to printing. In addition, all reports can be saved to a Word document or saved in the HTML format.

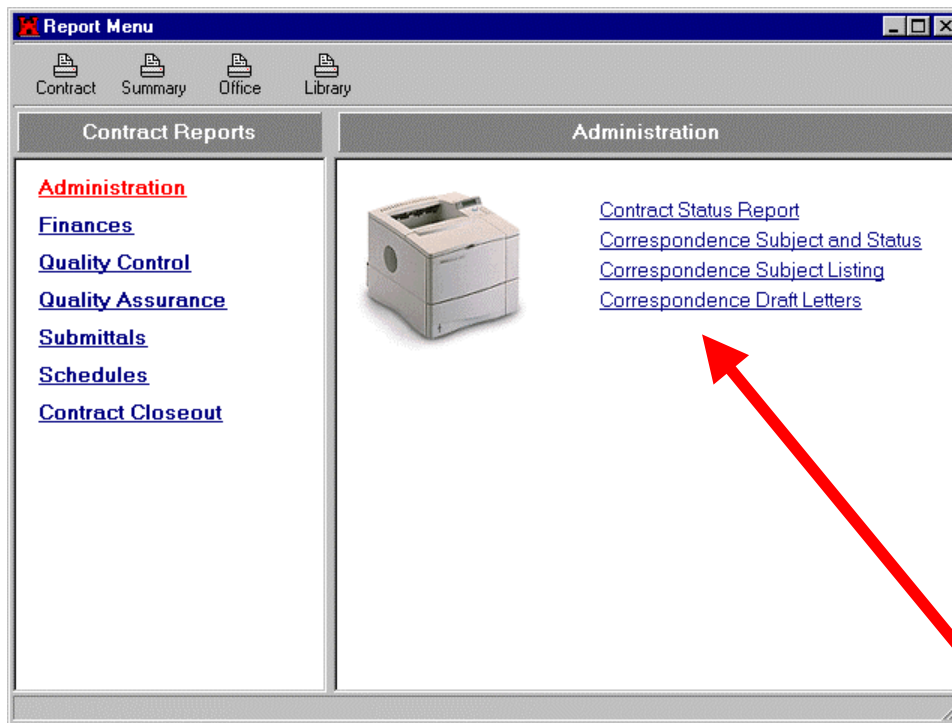
The **Correspondence Report Explorer** can be accessed from the top of the main menu or the top of the contract menu. The primary location for you will probably be from the Contract Menu screen.



The Report Menu has the RMS reports separated into four (4) prime headings, as follows:

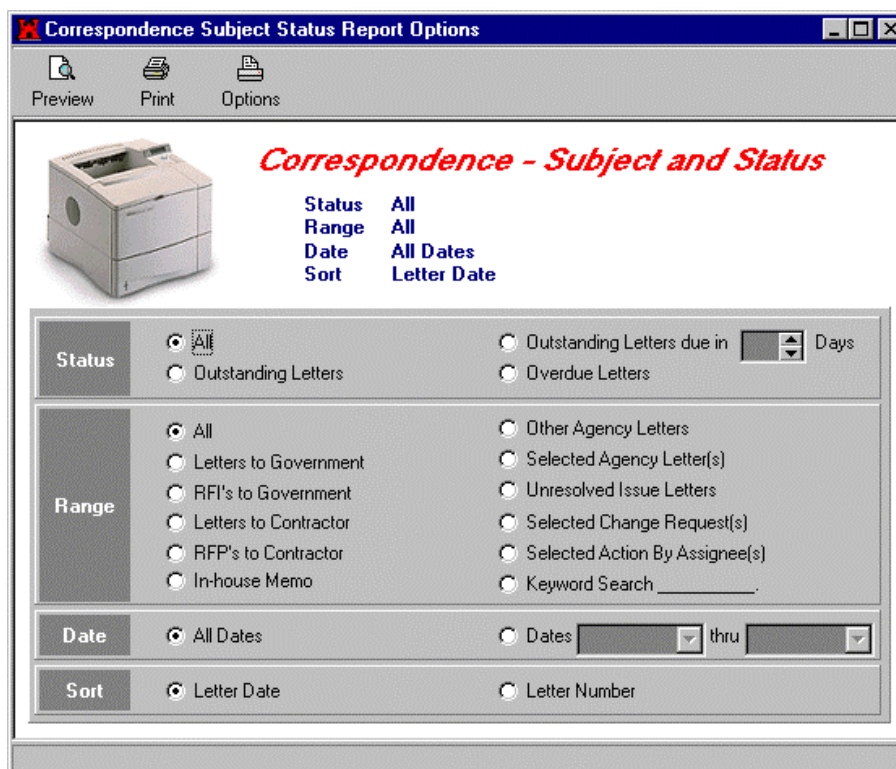
1. **Contract** – All reports pertaining to an individual contract. (Seven categories.)
2. **Summary** – All reports pertaining to multiple contracts, Briefing Packages and Resident Office Plans. (Three categories.)
3. **Office** – All reports pertaining to Offices and Staff Members. (Two categories.)

4. **Library** – All reports globally affecting all areas of RMS. (Six categories.)



RMS correspondence reports are located by selecting the heading **Contract / Administration**.

Correspondence Subject and Status Reports



This is one of the more powerful areas within all of RMS. If you have taken care and entered your correspondence into the appropriate defined categories, the reporting capabilities should give you reports in about any area imaginable. *In fact, if you really can imagine another sort or range of report than what is listed, please contact the **RMS Center** and consideration will be given to include it specifically into the program.*

RMS already keeps track of all the areas

indicated on this screen, therefore, it is just a matter of selecting the available Status, Range, Date and/or Sort of report you need. All reports can be previewed on the screen prior to printing. If you are familiar with the report, you can skip the preview and print the report directly from this screen by pushing the **Print** button.

The **Keyword Search** will present you with a screen, as shown, and you simply type in your keyword and push the Ok button. RMS will prepare a report showing all correspondence containing that word across the entire database for the contract.

The example uses the keyword **“proposal”** and RMS prepares the following report listing all letters containing the word **“proposal”**.

Keyword Listing Report – Keyword = “proposal”



US Army Corps
of Engineers

Correspondence Subject and Status

Correspondence Week
DACA09-97-C-0052

02 Apr 2000

Queen Creek, AZ

Dated	Letter	Subject and Status
03/28/2000	RFP-0001	Request For Proposal for AWW001 - Add New Swimming Pool H-0001 answers RFP-0001
03/29/2000	C-0013	The above referenced proposal was due on 03/28/2000, but has not been received in this office as of this date. In order not to delay the orderly progression of contract work, it is requested that you make every effort to ensure all proposals are submitted by the dates requested by the Government.
03/29/2000	C-0014	On 03/27/2000, a Request-For-Proposal, AWW001, (Add New Swimming Pool), was sent to your office. You were requested to submit your proposal to this office not later than on 03/28/2000. Since you did not respond to the original request, on 03/29/2000, you were again requested to submit your proposal immediately without further delay.
03/29/2000	C-0015	Reference is made to our Request-For-Proposal, AWW001, (Add New Swimming Pool), that was previously issued. Please be advised that subject request is hereby cancelled and no further action is required from you on this item.
03/31/2000	C-0044	Congratulations on your recent award of Contract Number DACA09-97-C-0052, at Queen Creek, AZ. FAR Clause 52.236-13, entitled "Accident Prevention", requires that prior to commencing work, submission of a written proposal for implementing this clause, and a meeting be held with representatives of the Contracting Officer to discuss and develop mutual understanding relative to administration of the overall safety program.
03/31/2000	C-0056	Reference is made to our Request-For-Proposal, AWW001, "Add New Swimming Pool", issued by this office on March 29, 2000. Reference is also made to Contract Clause "Modification Proposals-Price Breakdown" (DFARS 252.236-7000), which outlines the requirements for submitting modification proposals. The above referenced proposal was due on April 3, 2000, but has not been received in this office as of this date.
03/31/2000	C-0057	Reference is made to our Request-For-Proposal, AWW001, "Add New Swimming Pool", that was previously issued. Please be advised that subject request is hereby cancelled and no further action is required from you on this item.
03/31/2000	C-0058	On March 29, 2000, a Request-For-Proposal, AWW001, "Add New Swimming Pool", was sent to your office. You were requested to submit your proposal to this office not later than on April 3, 2000. Since you did not respond to the original request, on March 27, 2000, you were again requested to submit your proposal immediately without further delay.
03/31/2000	RFP-0012	In accordance with the Contract Clause, "Changes", we request a proposal to perform the following work. This pending change may be referenced as AWW001, "Add New Swimming Pool". Request For Proposal for AWW001 - Add New Swimming Pool
03/31/2000	RFP-0013	Request For Proposal for AWW001 - Add New Swimming Pool In accordance with the Contract Clause, "Changes", we request a proposal to perform the following work. This pending change may be referenced as AWW001, "Add New Swimming Pool".

Correspondence Subject and Status Report – All Correspondence



US Army Corps
of Engineers

Correspondence Subject and Status

Correspondence Week
DACA09-97-C-0052

02 Apr 2000

Queen Creek, AZ

Dated	Letter	Subject and Status
03/28/2000	C-0001	Approval of Full Time Safety Person
03/28/2000	RFP-0001	Request For Proposal for AW001 - Add New Swimming Pool H-0001 answers RFP-0001
03/28/2000	C-0002	Measure it with a yardstick, since it is in the yard anyway. C-0002 answers RFI-0001
03/28/2000	H-0001	The swimming pool will cost \$31,500.00, the divingboard \$1,100.00 and the porpoises the Generals wife directed to be added will cost \$45,000.00 (plus a monthly feeding bill for 10 months of \$3,500 per month). H-0001 answers RFP-0001 C-0076 answers H-0001 C-0063 answers H-0001
03/28/2000	C-0003	Add jacuzzi to north side of pool.
03/28/2000	C-0004	Requirements of Accident Prevention Plan C-0004 answers RFI-0001 COE-0011 answers C-0004
03/29/2000	C-0008	Reference is made to your Health & Safety Persons' Qualifications Submittal,01450-7. Your Gerald L. Hepner , CSP will be accepted as your designated Health and Safety Person. However, you are reminded that such acceptance of Gerald L. Hepner, CSP is conditional and based on demonstrated satisfactory performance.
03/29/2000	C-0007	Accident Prevention Plan Requirements and Request for Meeting C-0007 answers S-0001
03/29/2000	C-0009	The term "jacuzzi" is sometimes used in a generic sense, including all Manufactures of similar products (spa) . Please advise if you want us to price the brand "Jacuzzi", or will other Manufacturer's products be

Correspondence Subject Listing Reports

Correspondence Subject Listing Report Options

Preview Print Options

Correspondence - Subject Listing

Report All Correspondence Chronologically
Dates All Dates

Report

☒ All Correspondence Chronologically
☐ Correspondence In/Out Chronologically
☐ Separate Reports Chronologically for:

1. Contractor Letters to the Government
2. Contractor RFI's to Government
3. Government Letters to Contractor
4. RFP's to Contractor
5. Government In-house Memorandums
6. Other Agency Letters

Dates

☒ All Dates
☐ Dates thru

The **Subject Listing** report is used by some Offices as an **INDEX** and placed in the various Tabs of a **Reading File** or in folders for correspondence.

The simple one-line listing can be very handy for a "quick" review of contents.

Correspondence Subject Listing Report – All Correspondence



US Army Corps
of Engineers

Correspondence Subject Listing

Correspondence Week
DACA09-97-C-0052

02 Apr 2000


Queen Creek, AZ

Dated	Letter	Subject
03/27/2000	RFI-0001	How do I measure the swimming pool per your instructions?
03/28/2000	C-0001	Approval of Full Time Safety Person
03/28/2000	C-0002	Measure it with a yardstick, since it is in the yard anyway.
03/28/2000	C-0003	Add jacuzzi to north side of pool.
03/28/2000	C-0004	Requirements of Accident Prevention Plan
03/28/2000	H-0001	The swimming pool will cost \$31,500.00, the divingboard \$1,100.00 and the porpoises the Generals wife directed to be added will cost \$45,000.00 (plus a monthly feeding bill for 10 months of \$3,500 per month).
03/28/2000	RFP-0001	Request For Proposal for AWW001 - Add New Swimming Pool
03/28/2000	RFP-0002	Request For Proposal for AWW001 - Add New Swimming Pool
03/28/2000	RFP-0003	Request For Proposal for AWW001 - Add New Swimming Pool
03/28/2000	RFP-0004	Request For Proposal for AWW001 - Add New Swimming Pool
03/29/2000	C-0006	APP Requirements
03/29/2000	C-0007	Accident Prevention Plan Requirements and Request for Meeting
03/29/2000	C-0008	Reference is made to your Health & Safety Persons' Qualifications Submittal,01450-7. Your Gerald L. Hepner, CSP will be accepted as your designated Health and Safety Person. However, you are reminded that such acceptance of Gerald L. Hepner, CSP is conditional and based on demonstrated satisfactory performance.
03/29/2000	C-0009	The term "jacuzzi" is sometimes used in a generic sense, including all Manufactures of similar products (spa). Please advise if you want us to price the brand "Jacuzzi", or will other Manufacturer's products be considered. There are several in-ground spas that are considerably less expensive..

Correspondence Draft Letters Reports

Correspondence Draft Letters Report Options

Preview Print Options

 **Correspondence - Draft Letters**

Range All Draft Letters

Range

☒ All Draft Letters

☐ Draft Letters Not Completed

☐ Draft Letters Completed - Awaiting Approval

☐ Draft Letters Approved - Not Sent

These reports are useful when you need to remind someone (*including yourself*) that action is required prior to the correspondence being sent out of the office.

**SPEED
BUMP
AHEAD**

You need to check the Draft status often, as It can be quite a problem if you "think" a letter has been sent, when it has yet to be approved and sent.

Correspondence Draft Letters Report – All Correspondence



US Army Corps
of Engineers

Correspondence Draft Letters

02 Apr 2000

Correspondence Week
DACA09-97-C-0052

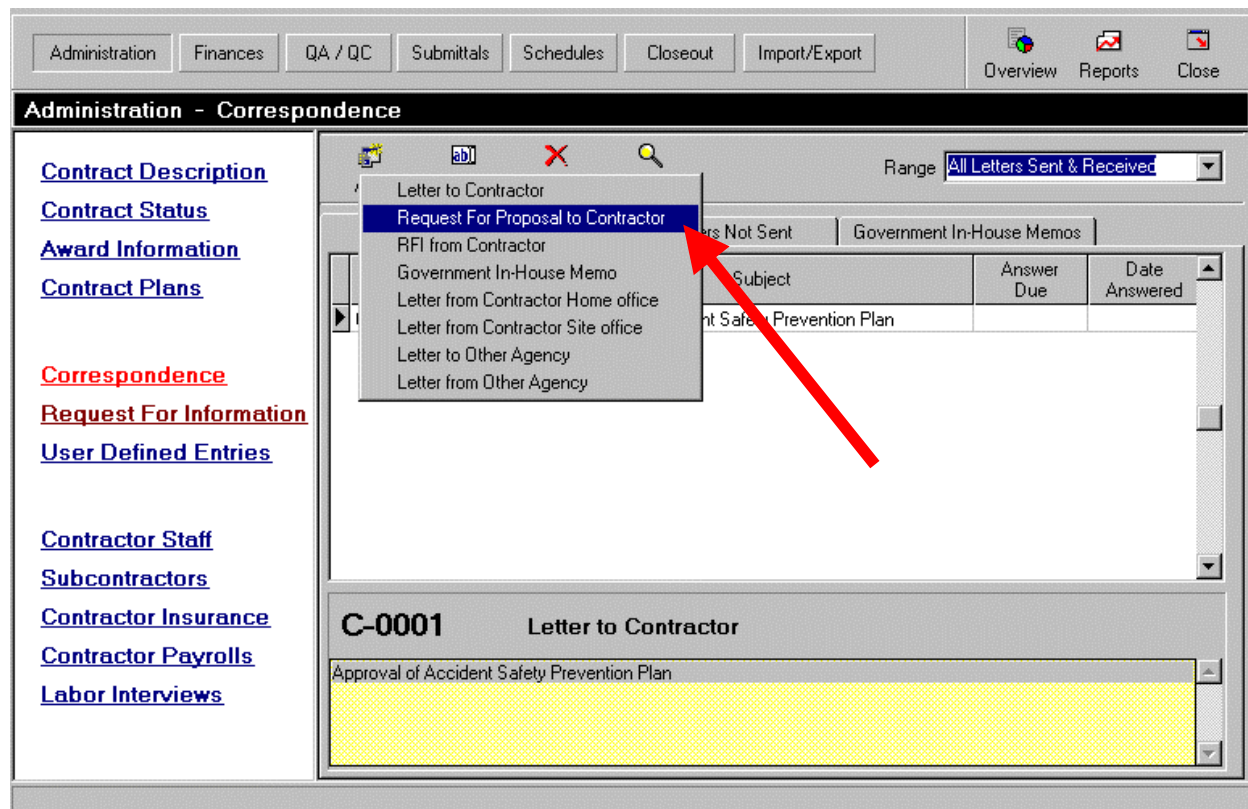
Queen Creek, AZ

Dated	Letter	Subject and Status
03/29/2000	C-0006	APP Requirements
03/29/2000	C-0010	Mrs. Calhoun, the General's wife, as what kind of Gazebo we were going to install with the Jacuzzi. The Request-For-Proposal did not include a requirement for a Gazebo. Please advise..
03/29/2000	C-0011	Add swimming pool at Generals House, in the back yard. Size of pool shall be such that there is a four-foot perimeter for decking around the pool and the entire yard is filled. Add Jacuzzi on north side of pool, just under the Master bedroom window, as directed by the General's wife, Betty Calhoun. Add 12-foot high diving board for swimming pool. Add 8-ft long, 8 person Jacuzzi spa with Redwood Gazebo.
03/29/2000	C-0016	Since you have failed to perform within the time required by the terms of the Contract, the Government is considering terminating said contract pursuant to the Clause titled "Default" of the contract clauses.
03/29/2000	C-0019	We are now 250 days into the contract and you have yet to make any significant progress toward completion. Since there are now less than 165 days remaining in your contract, it no longer appears possible to complete this contract on time.
03/29/2000	C-0020	The Specification Section entitled "Construction Quality Control" requires you to provide and maintain an effective quality control program. The key to success lies in the development of your plan, specific to this contract.
03/29/2000	C-0022	Our letter, C-0098, of March 28, 2000, notified you of your failure to make progress toward completion of this contract. We are now 123 days into the contract and you have yet to make any significant progress toward completion. Since there are now less than 255 days remaining in your contract, it no longer appears possible to complete this contract on time.
03/30/2000	C-0025	Reference is made to FAR Clause 52.242-14, "Suspension of Work" for subject contract. You are hereby directed to SUSPEND WORK on the following items: STOP EVERYTHING
03/30/2000	C-0027	Our letter, C-0022, of March 27, 2000, notified you of your failure to make progress toward completion of this contract. We are now 125 days into the contract and you have yet to make any significant progress toward completion. Since there are now less than 240 days remaining in your contract, it no longer appears possible to complete this contract on time.

NOTICE: YOU PROBABLY WILL NOT BE LEARNING ANY NEW TECHNIQUES IN THE FOLLOWING EXAMPLES AND SCREENS. SOME OF THE SCREENS WILL DIFFER FROM THE PREVIOUS, BUT PROCEDURES AND CAPABILITIES REMAIN BASICALLY THE SAME. THEREFORE, EXPLANATIONS WILL BE SHORT, WITH THE GOAL OF PRESENTING THE DIFFERENT SCREENS AND POINTING OUT AREAS NOT PREVIOUSLY COVERED IN DETAIL.



Adding Correspondence in RMS (Request For Proposal to Contractor)



Select the **Add** button to add, compose or record a new letter.

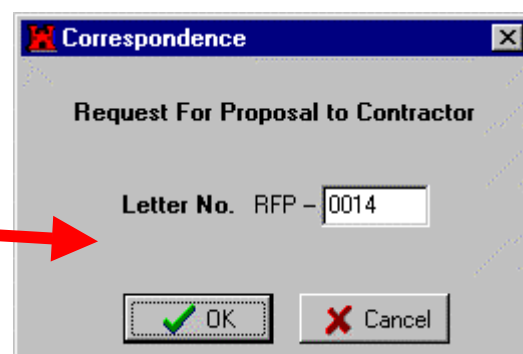
A drop-down menu presents a listing of the **categories** of all letters maintained within the program.

For now, select **Request For Proposal to Contractor** to see how easy it is to use **RMS for Windows** to issue a **Request For Proposal**.

This is one of the easiest letters to compose within RMS!!!!

The first screen suggests a **Letter No.** for the **RFP**. The next available **RFP** number is presented, but can be changed if needed.

Enter or accept the appropriate number and push the **Ok** button.



Change Request No.	Change Request Title
Aw001	Add New Swimming Pool

A listing of all **Change Requests** will be presented from which to select. Place the cursor on the one desired and push the **Ok** button. (Multiple ones can be chosen also, if needed.)

Outgoing Letter - RFP-0002 Dated 08/22/2000

Answer Requirements:
☐ No Answer Required
☒ Answer Required
 Answer Due 08/28/2000

Answers Letters:
 Select Remove

Letter No.

Letter Generation / Status:
 Generate Letter Edit Letter Delete Letter
☒ Draft Letter not completed
☐ Draft Letter Completed
☐ Draft Letter Approved
☐ Letter Sent

Brief Summary:
 Request For Proposal for WK001 - EXTENSION OF THE EXPANSION PLAN

Reference Change Request No. WK001 Unresolved Issue

The procedures for using this screen are the same as the one for selecting a normal **Letter to Contractor** that we used above.

In this case, go directly to **Generate Letter** and select the Form Letter titled “**Request For Proposal**”. Push the **Create Letter** button.

Notice that the Description of the Change Request is automatically populated in the Brief Summary field.

Claims
 General/RFI
 Header/Footer Templates
 Macro Data
 Modifications
 Request For Proposal
 Request For Proposal-Greater Than \$500K
 Request-For-Proposal-2nd Overdue Notice
 Request-For-Proposal-Notice of Cancellation
 Request-For-Proposal-Overdue Notice
 Request-For-Proposal-Revision

About the only choice you make in preparing this entire letter, is who is going to sign it.

RMS Macros complete all other parts of the RFP letter.

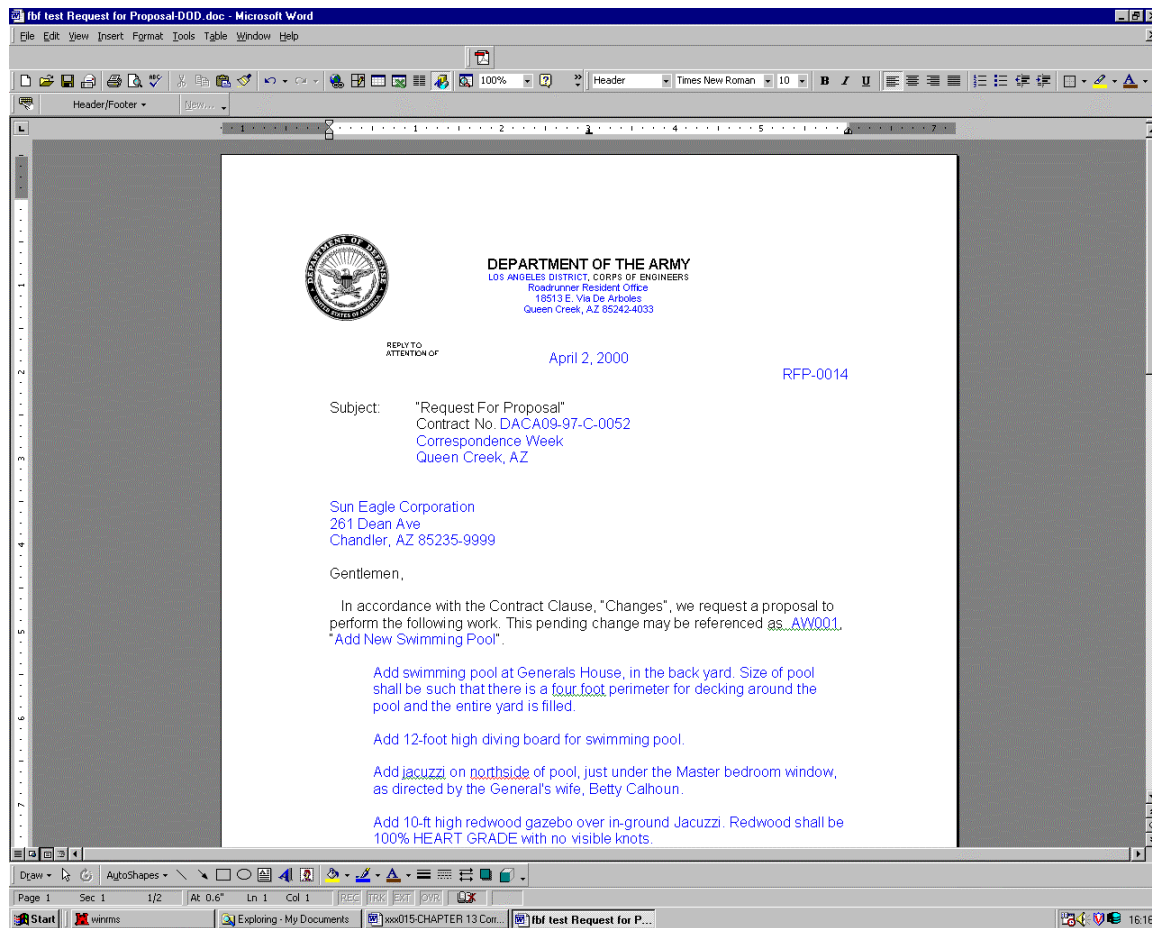
Place the cursor on the proper Staff member and push the **Ok** button to enter MS Word © and complete the letter.

EMP_ID_NO	Name	Title
0001	Eric G Holland	Programmer
GOUD999	Esko Woudenberg	test
FREE99	Fred Freeman	Administrative Contracting Officer
FREE99	Fred Freeman	Contracting Officer Representative
FREE99	Fred Freeman	Resident Engineer
SMIT999	Larry T Smith	Resident Engineer
ALV999	RICHARD ALVAREZ	CONTRACTING OFFICER
ALV999	RICHARD ALVAREZ	PROJECT MANAGER
ALV999	RICHARD ALVAREZ	PROJECT MANAGER1

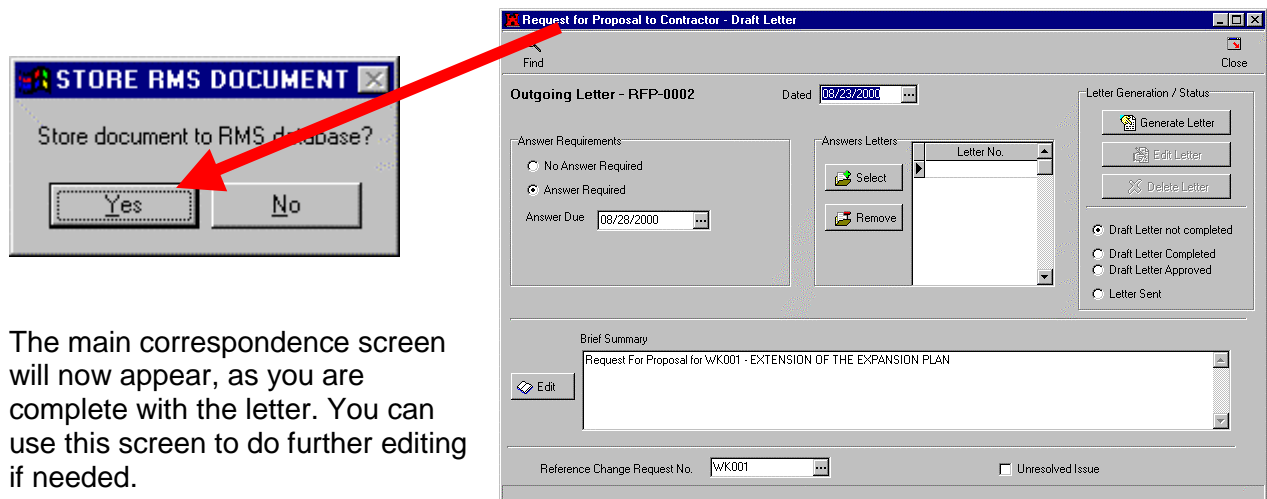
Search By: Name

OK Cancel

Sample Request For Proposal Letter to Contractor



Don't forget to save and press the **Yes** button when you exit MS Word ©. Otherwise, your document will not be saved into the database.



The main correspondence screen will now appear, as you are complete with the letter. You can use this screen to do further editing if needed.

If you desire additional verbiage in the **Brief Summary** block, you could have (and still can) copy and paste them directly from the RFP letter.

Adding Correspondence in RMS (Government In-House Memo)

The screenshot shows the 'Administration - Correspondence' window. On the left is a navigation pane with links: Contract Description, Contract Status, Award Information, Contract Plans, Correspondence (highlighted), Request For Information, User Defined Entries, Contractor Staff, Subcontractors, Contractor Insurance, Contractor Payrolls, and Labor Interviews. The main area shows a list of correspondence items. A dropdown menu is open, showing options: Letter to Contractor, Request For Proposal to Contractor, RFI from Contractor, **Government In-House Memo** (highlighted with a red arrow), Letter from Contractor Home office, Letter from Contractor Site office, Letter to Other Agency, and Letter from Other Agency. Below the list, a detailed view for 'RFP-0002 Request for Proposal to Contractor' is shown, with the subject 'Request For Proposal for WK001 - EXTENSION OF THE EXPANSION PLAN'.

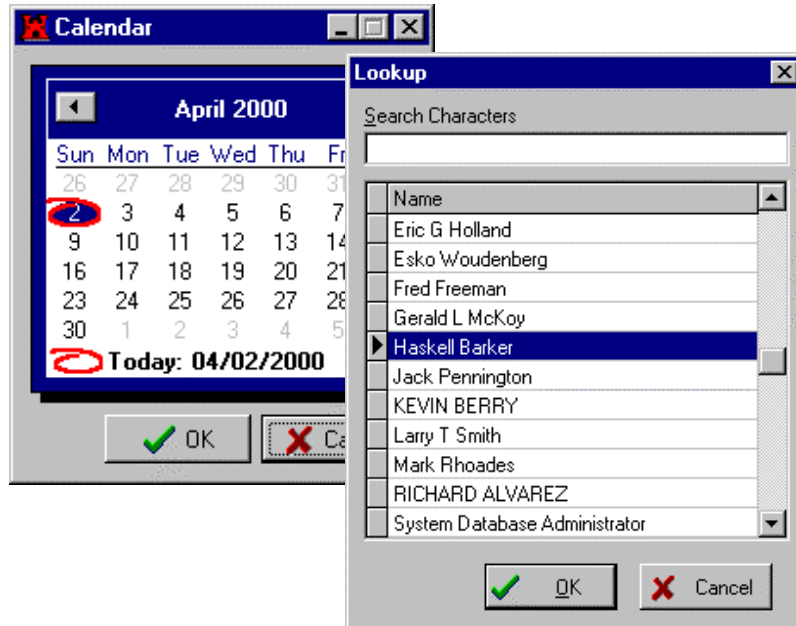
Push the **Add** button and choose **Government In-House Memo**. The program will present the next available number for the **MEM** prefix, but it can be changed if it gets out of sequence. Select the default or enter a new number and push the **Ok** button to continue.

The screenshot shows two windows. The 'Correspondence' dialog box is in the foreground, titled 'Government In-House Memo'. It has a 'Letter No. MEM - 0001' field, an 'OK' button with a green checkmark, and a 'Cancel' button with a red X. The 'COE IN-HOUSE MEMORANDUM - In-House Memo' window is in the background. It has a 'Letter No. MEM-0001' field, a 'Dated' field with '04/02/2000', and an 'Answer Requirements' section with radio buttons for 'No Answer Required' and 'Answer Required' (selected). There are also fields for 'Answer Due' and 'Action By'. A 'Brief Summary' section with an 'Edit' button is at the bottom. A red arrow points from the 'Letter No. MEM - 0001' field in the dialog box to the 'Letter No. MEM-0001' field in the memorandum window.

If an Answer is Required, the fields for the **Date** and **Action By** will appear. Otherwise, the area will be clear.

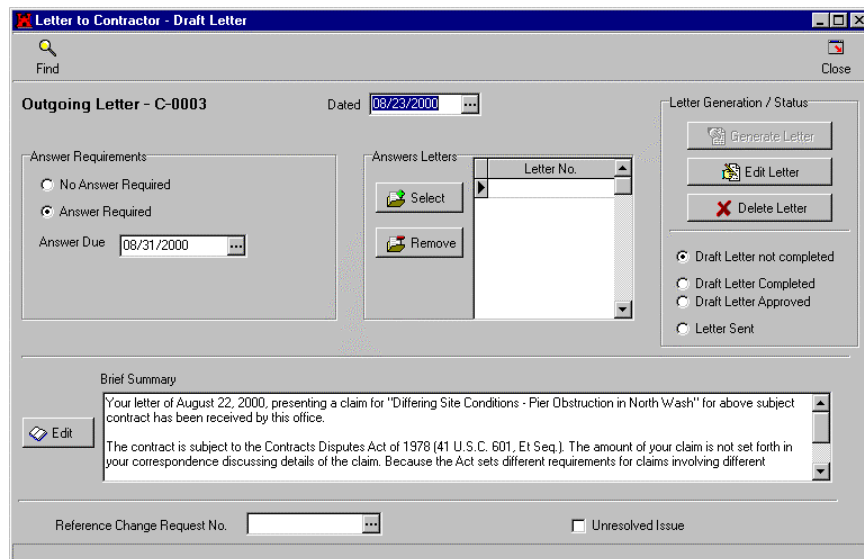
Use the pop-up screen to select the **Date** and **Staff** member who has the action to answer the Memo.

The Memo can also address and answer other pieces of correspondence, but you will notice that a Form Letter option is not available.

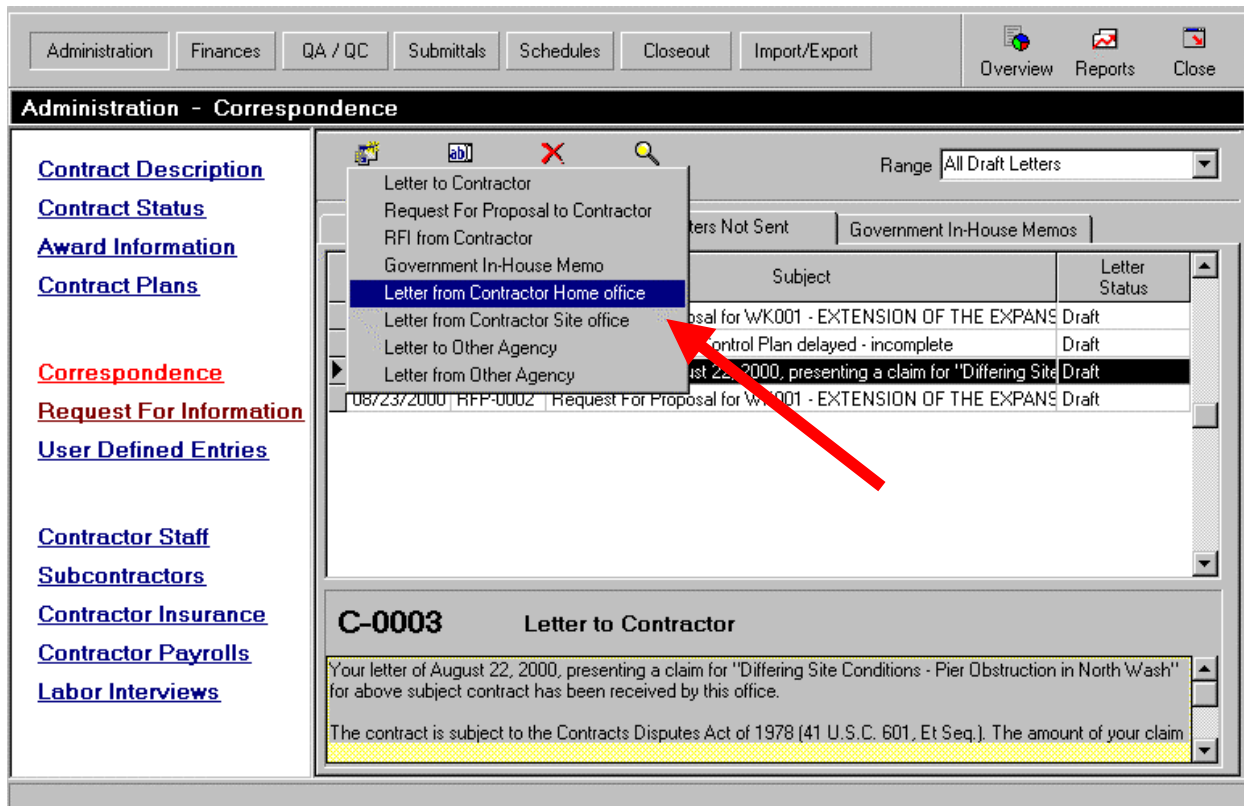


You can enter a **Brief Summary** in the Memo field provided, or, if you created the document elsewhere, you can copy and paste it in the field.

A Memo can also reference a **Change Request** and can be track as an **Unresolved Issue** in the summary area of the RMS program.

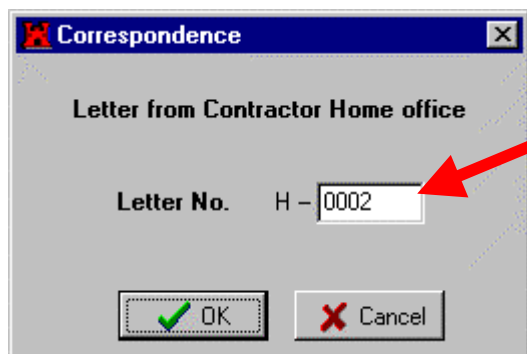


Adding Correspondence in RMS (Letter from the Contractor)



A letter from the Contractor's **Home Office** and **Site office** are entered the same way. The only distinction is the prefix **H** or **S**.

The next available number is suggested, but you should ensure that it matches the Contractor's letter number. Push the **Ok** button when finished.



As with the other screens, if an answer is required, a **Date** and **Action By** field will become visible.

Use the pop-up calendar to enter the date of the Contractor's letter.

Often, a Contractor letter will be in response to a Government letter. Push the Select button to indicate which letter applies.

A pop-up screen will ask for a letter reference number and you again use the pop-up screen to select the proper one.

Place the cursor on the desired letter and push the **Ok** button.

Letter No.	Brief Summary
C-0001	Approval of Full Time Safety Person
C-0002	Measure it with a yardstick, since it is in the ya
C-0003	Add jacuzzi to north side of pool.
C-0004	Requirements of Accident Prevention Plan
C-0006	APP Requirements
C-0007	Accident Prevention Plan Requirements and Request
C-0008	Reference is made to your Health & Safety Perso
C-0009	The term "jacuzzi" is sometimes used in a gener
C-0010	The Calhoun, the General's wife, as what kind
C-0011	Add swimming pool at Generals House, in the back y
C-0013	The above referenced proposal was due on 03/28/2

Enter a Brief Summary in the Memo Field. You can also import it if you received it electronically from the Contractor.

The screenshot shows a window titled "Letter from Contractor Home Office". At the top, there is a "Find" button and a "Close" button. Below the title bar, the window displays "Incoming Letter - H-0001" with "Dated" and "Date Received" both set to "08/23/2000".

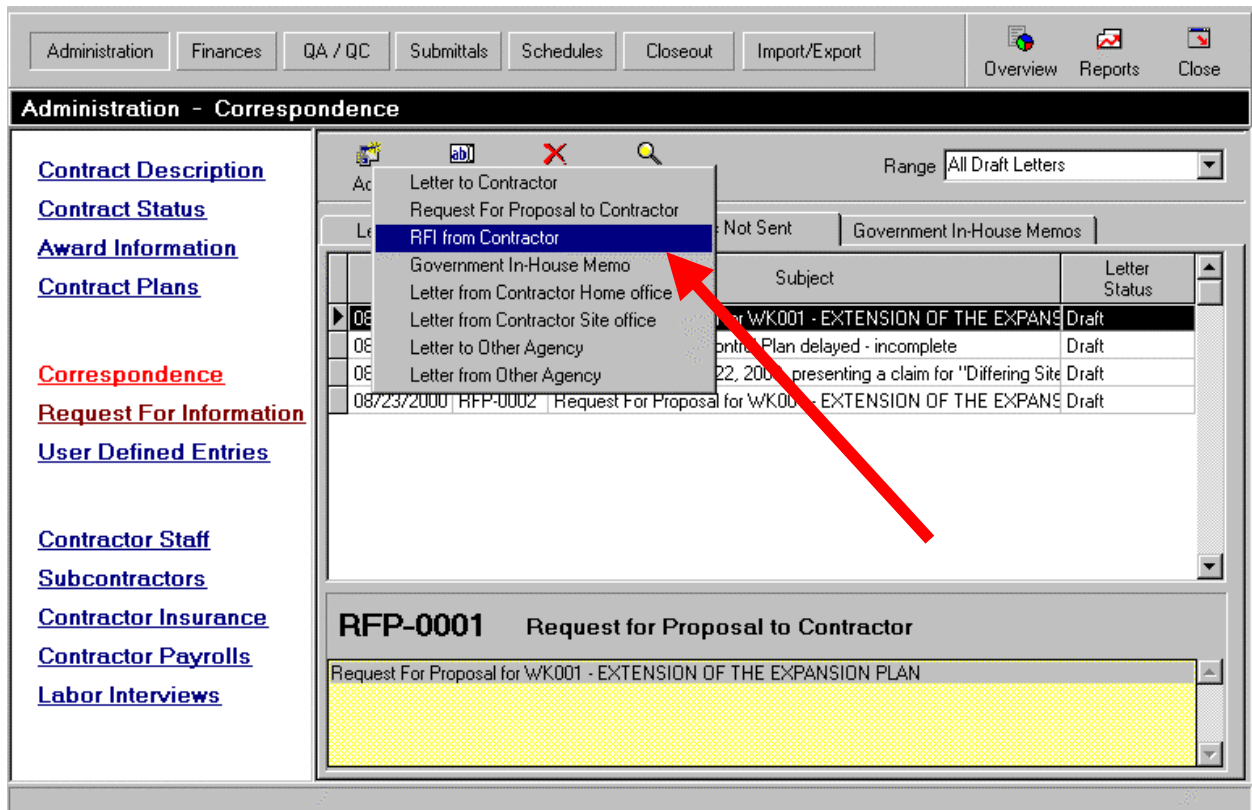
The main area is divided into three sections:

- Answer Requirements:** Contains two radio buttons: "No Answer Required" (selected) and "Answer Required".
- Answers Letters:** Contains a "Select" button, a "Remove" button, and a list box labeled "Letter No." showing "C-0002".
- Incoming Letter:** Contains three buttons: "Import Letter", "View Letter", and "Remove Letter".

Below these sections is a "Brief Summary" section with a text field containing the text: "We don't agree that the approval should be delayed. We done it all right and spent a lot of money doin it too." To the left of this text field is an "Edit" button. A red arrow points from the text on the left to this "Edit" button.

At the bottom of the window, there is a "Reference Change Request No." field and a checkbox labeled "Unresolved Issue".

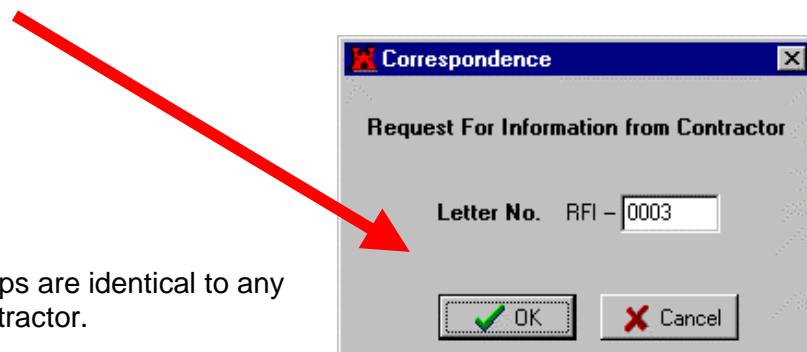
Adding Correspondence in RMS (Request For Information)



A Request For Information is always from the Contractor and usually requires an Answer.

RMS is built on that premise and completes portions of the screens accordingly.

The first thing you will do is enter the **RFI** number on the pop-up screen and push the **Ok** button as before.



The remainder of the steps are identical to any other letter from the Contractor.

Adding Correspondence in RMS (Letter To/From Other Agency)

A letter intended to be sent to another Agency is the same as a letter being sent to the Contractor. The only difference is the pop-up window with which you select the Agency prefix. The prefix for the Agencies are located in the **Local Library**, and is controlled by the local office administering the contract. All the selections, such as Form Letters, are available for this option.

A letter that is being received from another Agency is the same as a letter being received from the Contractor. Likewise, the only difference is the pop-up window with which we identify the Agency.

User Defined Entries

The screenshot shows the 'Contract Menu - [PROMISTEST] DACA09-97-C-0052 NA Landfill Expansion' window. The 'Administration' tab is selected, and the 'User Defined Entries' section is active. A search bar with a magnifying glass icon and the text 'Find' is at the top. Below it is a table with two columns: 'Field Name' and 'Data'.

Field Name	Data
OCCUPANT_NAME	96CES
OCCUPANT_ADDRESS	Building 73, 6001 S. Power Road, Mesa, AZ 85236
OCCUPANT_TELE	(480) 667-5656
OCCUPANT_POC	Jonathan Furman

On the left side of the window, there is a list of navigation links: [Contract Description](#), [Contract Status](#), [Award Information](#), [Contract Plans](#), [Correspondence](#), [Request For Information](#), [User Defined Entries](#) (highlighted in red), [Contractor Staff](#), [Subcontractors](#), [Contractor Insurance](#), [Contractor Payrolls](#), and [Labor Interviews](#).

These entries are available for use in form letters, plans and other documents. They are entered in the **Local Library, User Defined Macros**. You may have as many entries as you can put in the local library. These entries should be over-and-above those that already exist within the RMS program or in the **System Library**.